



The Catholic Women's League of Canada

MEMO

DATE: September 15, 2025
FROM: Alice Noble, National Secretary-Treasurer
TO: Provincial Presidents and Secretaries
CC: National Officers
National Life Member Liaison

**Please forward this message to secretaries and treasurers
according to your provincial communications protocol.**

Dear sisters in the League,

This memo is intended to prompt secretaries and treasurers at all levels to visit the national [website](#) and look at some of the key resources and forms that fall under your offices. Familiarity with these resources and forms will help to make your work easier.

Below is a list of some of the key documents to consult. As secretaries and treasurers often work together, I have listed the materials without necessarily separating them between the two. The materials listed can be found under the drop-down menus (Manuals or Forms). Remember, to access the Resource menu, you need to [log in](#) to the site, for which you need your membership number.

Manuals

- (604) *Constitution & Bylaws*
- (609) *Guidelines for Treasurers*
- (612) *Handbook for Secretaries*
- (615) *National Manual of Policy and Procedure*
- (617) *Parliamentary Procedure*

Forms

- (504, 504F) Change of Information Form (membership convenor)
- (512, 512A-512B) National Development Fund
- (513, 513F) National Voluntary Fund Remittance Form
- (514, 514F) New & Renewed Member List Form (membership convenor)
- (515) Online Membership System Enrollment Form (membership convenor)

(516, 516F) Parish Council Remittance for Per Capita Fees (membership convenor)
(520, 520F) Treasurer Annual Report Form
(524, 524F) Change of Parish Council Executive Form
(552, 552F) National Bursary Application

Training Reference Guide: Communications

National communications plan

Please become familiar with these resources and forms.