

Secretary-Treasurer

March 31, 2026



Communiqué #04

Ignite Your Passion, Empower His Mission

TO: Provincial Presidents and Secretaries
CC: National Officers (for information)
National Life Member Liaison
FROM: Alice Noble, National Secretary-Treasurer

Please forward this message to secretaries.

Communication: It is key to keep members informed.

The more informed members are, the more they feel valued and have a sense of belonging, and the stronger their engagement becomes.

Dear secretaries,

Secretaries have the duty to ensure members are informed. They are responsible for circulating news via telephone chains, minutes, communiqués, memos and newsletters, and for keeping their council social media platforms up to date. See the League's (#603) *Constitution & Bylaws* (Part XII, Section 3) available from the national [website](#).

Key Things to Remember: Information can be about national, provincial, diocesan and parish initiatives, activities and general news. Communication can take place through in-person chats and meetings, telephone calls, emails and social media platforms. The communication must be concise, accurate, factual and short, taking into consideration the intended audience. The objective of a communication can be to touch base, inform or educate.

Secretaries are encouraged to form a subcommittee to assist with these duties. No one in the League journeys alone. There are mentors willing to help and support League secretaries. Consult the (#184a) Mentor Skills Bank Introduction and (#184b) Presentation (actual list). See the article in *The Canadian League* magazine's upcoming spring 2026 issue, "Social Media: From Responsibility to Shared Ministry."

Other Resources Include:

- (#612) *Handbook for Secretaries*
- (#615) *National Manual of Policy and Procedure* (2025) (Sections 5, Duties of Officers, Secretary; Section 10; and Appendices 5,12,13,16 and 17)
- (#645) *Members' Communication Guide*

New Policy

At the last national executive/board meeting, the following policy was adopted:

All communications by members of the League and any member of the public with national office staff must be made with respect, kindness and consideration. Any communications that do not meet this standard will be returned to the person in question unaddressed or treated, along with this policy.

Please ask your diocesan counterparts to ensure that all members are made aware of this policy. Decorum and respectful behaviour are always expected from members, whether interacting with each other, members of the public or national office personnel.

It is important to ensure members are also aware of the communication lines within the League, as outlined in *The Canadian League* magazine (inner back cover): Contact National Office for:

- Council anniversary requests
- Council news for posting to national social media
- Crest permission requests
- Development fund requests
- Forms
- Notification of deceased members
- Membership payments
- Membership records
- Orders of League supplies

For policy, programs, activities and all other inquiries, use the table below:

Person Inquiring	Person Who Responds
General and Associate Members	Parish President
Parish Executive Members	Diocesan Executive
Diocesan Executive Members	Provincial Executive
Provincial Executive Members	National Executive

For matters of a national nature, members may inquire directly of their provincial president. For matters of a provincial nature, members may inquire directly of their diocesan president. For matters of a diocesan nature, members may inquire directly of their parish president. Contact information for diocesan and provincial councils may be found at cwl.ca/contact/.

Email

Each council is expected to have an email address for the council president or secretary registered with national office. This email address should be a generic address that the secretary or president can access and must monitor at least weekly. This helps ensure that communications are received in a timely manner. The League has committed to reducing its ecological footprint, including reducing paper use. This also keeps supply and mailing costs down. Please ask your diocesan counterparts to communicate with councils to ensure this is in place, and, if not, help those without a dedicated email set one up.

Your sister in the League,



Alice Noble
National Secretary-Treasurer