

## Secretary-Treasurer

June 1, 2026



Communiqué #06

*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

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**Please forward this message to secretaries.**

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Many diocesan and provincial councils are in election years. Outgoing secretaries play an important role in ensuring a smooth transition, and incoming secretaries have a duty to be familiar with all aspects of their duties. The information below is pertinent to all levels.

### **Responsibilities of Outgoing Secretaries**

- Give the incoming secretary:
  - the minutes book and the motions book
  - Copies of the minutes of the last four to six years—preferably in digital format
  - Copies of the correspondence written by the council president with responses received and any other substantive letters/emails from the last four to six years
  - Copies of all newsletters, communiqués and memos written by the outgoing secretary and received from other levels
  - Copies of all memos and communiqués from the national secretary-treasurer received since August 2025
  - At provincial level, provide copies of the summary notes (sent by email) of the gatherings with the national secretary-treasurer since August 2025
  - Provide training on how to navigate the national website, paying specific attention to resources helpful to secretaries.

### **Responsibilities of Newly Elected Secretaries**

- Ensure the outgoing secretary has provided a complete secretary's file (see above).
- Review all materials provided and meet with the outgoing secretary to review.
- Ensure secretaries at all the other levels in your province (parish, diocesan and provincial) have your contact information (name, telephone number and email).
- Be sure to have a council secretary email address. Personal email addresses should never be used for League business, particularly anything that can be deemed personal information, as much of this requires privacy and confidentiality.

- Review the duties of the secretary ([604](#)) *Constitution & Bylaws* (C&B), Part XII, Section 3.
- Review procedures in the ([615](#)) *National Manual of Policy and Procedure* (National P&P):
  - Sections: Section 6: Meetings; Section 10: Media; Section 11: Governance – Parliamentary Procedure
  - Appendices: Appendix 5: Guidelines for Writing Annual Reports; Appendix 7: Sample Agenda; Appendix 8: Sample Minutes; Appendix 9: Communication Protocols; Appendix 12: Briefs, Petitions, Letters, Emails & Postcards; Appendix 16: Style Guide for Publications; Appendix 17: Guidelines for Website Development; Appendix 18: Motions; Appendix 19: Standing Rules
- Become familiar with all the resources available on the national [website](#) with information pertaining to the position of secretary:
  - (515) Online Membership Enrollment Form
  - (604) C&B
  - (612) *Handbook for Secretaries*
  - (615) National P&P
  - (617) *Parliamentary Procedure*
  - (621) *Welcome Program*
  - (645) *Members Communication Guide*
  - (648) *National Website Keyword Catalogue*
  - (652) *Software to Facilitate Collaboration*
  - (837 A-F) *Members Communication Guide: A Familiarization Workshop*
- Become familiar with templates and materials available on the national [website](#):
  - (145-a) Newsletter template
  - (145-b) Newsletter Template Notes and Editing Instructions
  - (173) Personal Letter Writing Guide
  - (302) Gratitude Postcards
  - (303 A-B) Invitation Cards
  - (313) Welcome Program Brochure
  - (320-321) Share the Core Values (Postcard – Poster)
  - (322–323) Connecting Generations (Postcard – Poster)
  - (329) Share the Words - 52 Reasons to Talk About the CWL

Consult with your out-going secretary for guidance or reach out to the secretary at the next level (parish secretary to diocesan secretary, diocesan secretary to provincial secretary and provincial secretary to national secretary-treasurer). These women are your mentors. Use the resources available to you. Ask questions and seek support.

Secretaries hold a vital role in maintaining accurate records for archives and ensuring the council's history is documented. Secretaries are also responsible for all aspects of communication, which is key to keeping members involved. By defining, understanding and performing your roles and responsibilities, you are positioned not just to move forward, but to move forward with strength and intent. Enjoy your time as secretary!

Your sister in the League,



Alice Noble  
National Secretary-Treasurer