

Secretary-Treasurer

October 7, 2026



Communiqué #08

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.

Fall is upon us and winter is fast approaching. Secretaries are moving into high gear once again. Year-end duties and responsibilities are more than administrative—they uphold the League's values of transparency, stewardship and service. Completing these tasks diligently helps preserve the council's legacy and empower future leaders.

Some Reminders for All Secretaries

1. Secretaries of councils that held elections during the spring or summer must ensure a list of their council executive members and contact information has been sent to the next level within the province and to national office. Provincial secretaries must also send the national secretary-treasurer a list of provincial secretaries and treasurers with their contact information.
2. Secretaries must update their council's Election Registry and Eligibility List immediately following a provincial election and any election resulting in members from executives at other levels (diocesan or parish with no diocesan council) that may affect their list. Updates are also required when a member is appointed to fill a vacancy, unless the vacancy is filled by a life or honorary life member who has already held the office of president at that level.
3. Ensure motions have been made and recorded to change signing officers for bank and investment accounts following an election or the appointment of a signing officer to fill a vacancy.
4. Secretaries should work with their council president to prepare meeting agendas and a calendar of events. Share both with the executive and, once approved, with the rest of the council.
5. Secretaries must understand parliamentary procedure and be familiar with *Robert's Rules of Order* to help guide the executive and members, especially with regard to motions.
6. Secretaries are the historical record-keepers of every council. Record decisions, not opinions. Taking minutes and maintaining up-to-date minutes and motions books are key to ensuring accurate council records.
7. Secretaries may be asked to manage correspondence, including drafting letters on behalf of the president when requested.
8. Secretaries are responsible for communications. This includes distributing minutes, forwarding communiqués received from the council executive and other levels to the recipients identified in

the communiqué's heading and communicating through all forms of media, such as social media and newsletters.

9. With respect to media, each council should have a subcommittee, chaired by the secretary, responsible for monitoring and maintaining the council's social media platforms and monitoring the national website. Consult "Social Media: From Responsibility to Shared Ministry" in the spring 2026 issue of *The Canadian League*.
10. Each council is expected to have a generic email address registered with national office. This email address should be accessible by the council's secretary and president and must be monitored weekly to ensure national communications are received in a timely manner.

Resources

The following resources are available on the national [website](#) to assist secretaries. This list is not exhaustive.

- (604) Constitution & Bylaws, Part XI: Officers, Section 2: Diocesan and Provincial Officers
- (615) National Manual of Policy and Procedure, Sections 5, 7, 10 and 11; Appendices 7, 8, 9, 12, 16, 17, 18 and 19
- (612) Handbook for Secretaries
- (617) Parliamentary Procedure
- (515) Online Membership Enrollment Form
- (173) Personal Letter Writing Guide
- (637) Members' Communication Guide
- (648) National Website Keyword Catalogue
- (145-b) Newsletter Template Notes and Editing Instructions

Final Thoughts

The national theme, *Ignite Your Passion, Empower His Mission* and focus, "Blessed Are the Poor" (Mt 5:3), calls members to reflect deeply on what it means to be poor and to respond with compassion, solidarity and prayer. Poverty and vulnerability take many forms—corporate, psychological, educational, spiritual and financial.

Councils are also encouraged to continue writing to government officials in support of legislation that protects and uplifts those in need. Secretaries play a key role in helping to write these letters and guiding others in how to write to governments, outside organizations and agencies.

Secretaries, in cooperation with their presidents, must keep members informed about council activities that support the national theme and focus. Reporting confirms how councils are embracing the theme and provides members with a picture of their council's commitment to walking in the footsteps of Christ.

As we journey, may we continue to ignite our passion by recognizing the many faces of poverty and responding with generosity, advocacy and prayer. Together, we empower Christ's work in the world by supporting those who are poor in body, mind and spirit. Members' efforts reflect faith in action and an unwavering commitment to His mission.

Your sister in the League,



Alice Noble
National Secretary-Treasurer