

Telephone: (204) 927-2310  
Toll Free: 1 (888) 656-4040



Fax: (204) 927-2321  
Toll Free: 1 (888) 831-9507

## The CATHOLIC WOMEN'S LEAGUE of CANADA

C-702 Scotland Avenue, Winnipeg, MB R3M 1X5

Website: [www.cwl.ca](http://www.cwl.ca) E-mail: [info@cwl.ca](mailto:info@cwl.ca)

# MEMO

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To: Parish Council Secretaries and Treasurers  
From: Shari Guinta, National Secretary-Treasurer  
CC: Parish Council Presidents, Diocesan Presidents, Provincial Presidents and Life Members (on request)  
Date: April 26, 2015

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### *He is Risen, Alleluia!*

“The pastoral work of our parishes should involve reflection, logistics, planning, etc., but only in order to dedicate more quality time to the important task; works of charity,” notes Pope Francis in *Through The Year With Pope Francis: Daily Reflections*.

In past correspondence to parish councils, I spoke about good quality minutes that were to-the-point and action-oriented. It was suggested councils obtain a copy of *Robert's Rules of Order* for reference on motions and general parliamentary procedure and that treasurers should prepare a budget. Books should be reviewed annually or at least every two years. I am confident councils have proceeded or continued with these suggestions.

There is an article in the winter edition of *The Canadian League* regarding treasury procedure for fundraising within councils and retention of funds. Executive members, in particular, should read that article. If there are extra funds, and these are being put aside for a future project, I suggest you get advice on how to invest and what to invest in. Guaranteed Investment Certificates are a safe commodity, although they generally yield low interest rates. Ask an investment advisor from your bank for advice. Also, all investments should be ethically responsible.

In addition, I just completed a communiqué to my provincial counterparts regarding the League's insurance policies. This also should be read and parishes should understand the policy and coverage.

- All parish councils are covered by the national treasury for general liability insurance.
- In the event of a claim, it should be reported to national office immediately.
- In the event of property damage, a \$1,000 deductible applies to the parish council making the claim.

There are updates to *National Manual of Policy and Procedure* (P&P) that all parish councils must have. This is a useful tool for you as an executive member and for your council. I refer you to:

- Pages 156-159—Parliamentary Procedure
- Page 127—General Liability Insurance
- Pages 63-65—Duties of Officers and Standing Committees (secretary and treasurer).

We need to use the resources we have. The P&P and the *Constitution & Bylaws* are two resources that all councils should use and have in their file.

Shari Guinta  
National Secretary-Treasurer