



## **The Catholic Women's League of Canada Duties of Officers**

(Taken from CWL Constitution and Bylaws)

### **President**

The president, as the chief officer, shall:

- inform the membership of the position of the League on current issues and priorities and new programs
- foster open communications with the spiritual advisor on all League matters
- preside at all meetings and conventions of the council concerned
- be a signing officer for all official documents
- provide active leadership
- initiate policy, in consultation with the officers of the council concerned
- keep fully informed on the operation of the League and report annually to the membership
- be an advisory member of all committees except the nominations and elections committee
- be the official spokesperson for her council
- perform such other duties as may be incumbent upon her office
- appoint committees

### **President-Elect**

The president-elect shall:

- become president automatically after serving her elected term as president-elect
- perform the duties of the president in her absence or inability to serve
- be the chairperson of organization
- be responsible for League development and leadership training
- perform such other duties as may be delegated to her by the president.

### **Vice-Presidents**

- in the absence or inability of the president-elect to serve, the vice presidents, in order of rank, shall perform her duties
- in the temporary absence or inability to serve of both the president and president-elect, the first and second vice-presidents shall perform the duties of the president and president-elect, the first and second vice-presidents shall perform the duties of the president and president-elect respectively
- Each vice-president shall:
  - be the chairperson of a standing committee
  - perform other duties as may be delegated by the president

### **Secretary(s)**

The duties of the recording secretary may be combined with corresponding secretary and shall:

- record the minutes of all meetings and conventions of the council concerned and retain them as a permanent record
- be a signing officer for all official documents
- have charge of all papers and records of the council concerned
- be responsible for reports as required
- The corresponding secretary (may be appointed) shall attend to correspondence as required.

## **Treasurer**

The treasurer shall:

- maintain the financial records of the council concerned and have them appropriately audited or examined annually
- receive all League monies and pay all accounts as authorized
- be a signing officer for all official documents
- present a report of revenues and expenditures at meetings
- prepare and monitor annual budget

## **Past President**

The past president shall:

- serve in a consultative capacity
- be responsible for archives and history
- facilitate the study and implementation of the Constitution & Bylaws
- perform other duties as assigned by the president

## **Chairpersons of Standing Committees**

The chairpersons of standing committees shall:

- acquire knowledge of and fulfil the duties of the committee assigned
- appoint a sub-committee to share the work
- consult with chairpersons of other standing committees to maximize team effort and avoid duplication
- prepare and promptly submit monthly and annual reports as required
- be responsible for long-term planning

Chairpersons shall be elected; if insufficient are elected, appointments may be made by the president in consultation with the executive. In order to allow councils maximum flexibility, each council shall determine the number of standing committees it requires, which shall include spiritual development and organization. Immediately after the annual meeting or convention, the elected officers shall meet for the assignment of standing committees from the following designated list.

## **The standing committees shall be:**

### **Spiritual Development**

- spiritual growth of members
- study of Catholic teachings
- role of women in the church
- evangelization and mission assistance
- lay ministries
- ecumenism and interfaith endeavours

### **Organization**

- recruit members and maintain membership
- leadership development
- League resource material
- annual reports
- life membership

### **Christian Family Life**

- marriage and family (b) sanctity of life
- ministry to: youth - disabled - seniors - widowed - separated - divorced - vocations

### **Community Life**

- dignity and rights of persons
- social and economic justice
- refugees, immigration and citizenship
- Canadian Catholic Organization for Development and Peace (CCODP)
- developing countries

### **Education and Health**

- Catholic education
- Catholic schools and catechesis
- Rites of Christian Initiation
- literacy and continuing education
- scholarships and bursaries
- wellness and sickness/disease
- environment
- genetics

### **Communications**

- The Canadian League magazine
- media: for evangelization - to promote the League - evaluation and promotion of good content  
- newsletters and bulletins
- media relations
- pornography

### **Resolutions**

- research and preparation of resolutions and briefs
- study and implementation of resolutions adopted by other levels

### **Legislation**

- monitor and study legislation at all levels of government
- preparation of briefs and position papers on proposed legislation

### **Parish Activities** (parish level only)

- liaison and cooperation with pastoral councils
- parish assistance