



Directive—February 2016—Past President/Historian

What are your duties as past-president/historian? (as outlined in the Executive Handbook)

- Serve the council and president in a consultative capacity
- Be responsible for the archives and history of the council
- Facilitate and encourage the study and implementation of the Constitution & Bylaws (C&B)
- Advise the president when called upon
- Encourage members to become knowledgeable about the C&B
- Respond to questions related to the interpretation of the C&B

What does this mean to you?

You are the mentor. You may have many questions to answer and/or problems to solve. The Constitution & Bylaws, National Manual of Policy & Procedure and the diocesan Manual of Policy & Procedure are excellent sources of information. Our life members are very willing to help and will share information.

You as past president are eligible to run for diocesan office. I hope you will seriously consider doing so.

You will also have the duty of keeping your council's archives accurate and up to date. Have you looked at your archives?

Are your books and records kept in a safe, dry place?

Do you have your minutes and motions stored in order?

Do you keep membership lists?

Do you have lists of your service pin award winners?

Is your Book of Life up-to-date by year?

The president may also give you another job to do.

Remember you are the "mentor"; you are welcoming to everyone.

A "must" for every council is a Manual of Policy and Procedure. This document helps your council to run smoothly and efficiently. It helps members plan events and solve situations.

Our life member Shari Guinta presented a workshop “How to Write a Parish Policy and Procedure Manual” a few years ago. Contact me for a copy of that workshop.

Honorary life member Lucille Cullen also prepared a paper on “How to prepare a Policy and Procedure Manual”. Either document would be a great help.

Here is Lucille Cullen’s version.

How to Prepare a Parish Council Manual of Policy and Procedure

Procedures

- President appoints an ad hoc committee, usually composed of three past presidents;
- Chairperson could be the organization chairperson or a member of the group
- Minutes of council general meetings for the past six years are made available to the committee
- Date set for completion of task (three to six months)
- Draft manual presented to parish executive for review/approval followed by presentation to members at a general meeting—requires motion/second/approval; copies should be made available to members

Contents

1. Meetings—executive, general (place, time, day)
2. Policies are established by motions or long-standing traditions
 - i. on death of CWL member or immediate family members (husband, son, daughter, mother, father, sister, brother)
 - ii. mass intentions (monthly or other)
 - iii. presentation of going-away gifts to CWL members
 - iv. honorariums/travel allowance/gifts to guests
 - v. remembrances for members who are ill, hospitalized, celebrating weddings, anniversaries or other special occasions
 - vi. presentation of Maple Leaf Services Pins (procedures, criteria, ceremonies)
 - vii. council responsibilities on parish site (altar, kitchen, supplies or other)
 - viii. safekeeping arrangements for council historical records (location/updates)
 - ix. preparation and presentation of council budget
 - x. paid expenses for voting/accredited delegates to diocesan convention (travel, hotel, meals)
 - xi. paid expenses for members or delegates to other conventions (travel, hotel, meals)
 - xii. funeral luncheons

- xiii. on-going commitments, e.g., diocesan seminarian fund, annual scholarships, gifts,(first communion, confirmation) annual parish project, save-a-family plan
- xiv. gifts to pastor/associate pastor/parish worker
- xv. on-going special events sponsored by the council
- xvi. solicitation of gifts/advertising from outside sources
- xvii. petty cash or advances for elected officers
- xviii. travel and/or allowable expenses for other meetings, especially for the council president

I hope this information is useful to your council. If your council does not have its own manual of policy and procedure, now would be a good time to form a committee to begin the process.

Remember the diocesan execute is just a phone call or e mail away. We are always delighted to come for a visit.

May Our Lady of Good Counsel continue to guide you in your work for God, Canada and the Catholic Women's League.

God bless

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