



The Catholic Women's League of Canada  
London Diocesan Council



To: All Parish Presidents, Past Presidents/Historians

CC: London Diocesan Council

From: Angela Pellerin, Past President/Historian

Date: September / 2018

## Directive # 2

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I hope everyone had a great summer and have returned refreshed and ready for a busy season.

### Elections

Many councils will be holding elections shortly. If you have a newsletter, perhaps you could include an article on the various roles. If no newsletter, post the information on your bulletin board. Many times, a personal invitation to serve is the most successful way to encourage members to run for office. However, one caution would be to not “encourage” new members.... give them time to get to know what the CWL does and to know the other members. Some councils have had the same executive for many years. Consider making this year the year of change. It is always good to change and bring in new ideas.

### Archives

Councils often ask the same questions, so I will address a couple in this directive.

1. Treasurers' books (ledgers only) are retained and may be placed in archives after 5 years. Cheques and receipts are kept for 5 years and then destroyed.
2. Past minutes are archived after 6 years. They should be retained in dated binders or files. These minutes are a permanent record of your council activities and must be kept forever! (Council minutes are kept by the secretary for the current president's term and the previous 2 terms for a total of 6 years before being archived.)
3. Motions books should be kept in an active file by the secretary for 6 years and then placed into an archival motions binder for historical purposes. Standing motions are retained in the active file until a motion is made to rescind that particular standing motion when it will be placed into the archival motions binder. Standing motions may be amended and as amended are kept in the current motions book.

I trust this answers some of your questions and I will be providing more hints in future directives. If you have any questions re archiving at any time, please let me know and I will try to answer them.

Looking forward to seeing many of you at the fall regional meetings.

God bless.

Angela