

**Toronto Diocesan Council**

**THE CATHOLIC WOMEN'S LEAGUE OF CANADA**



**MANUAL  
OF  
POLICY & PROCEDURE**

**REVISED MAY 2024**

## **PURPOSE OF THE MANUAL**

This Manual of Policy & Procedure reflects policies and practices that are unique to the Toronto Diocesan Council of The Catholic Women's League of Canada. It outlines the duties, responsibilities and policies that apply to the diocesan executive (executive officers, standing committee chairpersons, regional chairs), the parish and regional councils, committees, diocesan projects and events.

The goal of the Manual is to help the diocesan council operate more efficiently, to eliminate overlap, ensure projects are completed, provide clear directions, and to contribute to the cohesiveness of the executive and committees.

All members of the executive must have a good working knowledge of their and other positions for a better understanding of the work of the diocesan council. This manual is reviewed and updated every two years by motion adopted by the current diocesan executive before the completion of their term.

# Toronto Diocesan CWL Council

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## **I. SPIRITUAL ADVISOR**



1 **1. SPIRITUAL ADVISOR**

2  
3 **1.1 Appointment**

4 The diocesan spiritual advisor is appointed by the Cardinal/Archbishop for a period of  
5 five years. The new diocesan spiritual advisor begins his term at the post-convention  
6 meeting in that year.

7  
8 **1.2 Spiritual Advisor's Role**

9 The *Constitution & Bylaws*, PART IX: *Section (a)*

- 10 i. The spiritual advisor, in cooperation with the faith chairperson, shall provide advice  
11 and guidance for the spiritual program. (Part VI).  
12 ii. The spiritual advisor shall receive due notice of all executive and council meetings  
13 and conventions and shall attend and participate in all such meetings and  
14 conventions, when possible, in an advisory capacity.

15  
16 **1.3 Resource Material**

17 The diocesan president shall provide a copy of the Handbook for Spiritual Advisors, as  
18 well as all other resource material; i.e., *Constitution & Bylaws*, National and Diocesan  
19 Manuals of Policy & Procedure, *Ceremonies Booklet*, subscription to The Canadian  
20 League magazine, Toronto Diocesan Newsletter and Guidelines for Spiritual Advisors  
21 provided by both the Ontario Provincial and National councils, so that he may become  
22 knowledgeable of the structure of the League and aware of the League as a diocesan,  
23 provincial and national organization.

24  
25 **1.4 Duties**

- 26 a. Prepare a message for the diocesan newsletter (three issues per year).  
27 *Refer to Newsletter, Section 11, page 33.*  
28 b. Prepare a message for the diocesan annual report book by date set by vice-president.  
29 c. Attend diocesan executive meetings, convention planning and post-convention meetings  
30 and resolutions meetings.  
31 **Note:** The attendance of the diocesan spiritual advisor is important for his support and  
32 for the practical advice which he can provide.  
33 d. Offer a Mass once a month for members of the diocesan council (stipend to be  
34 provided). Also offer a Mass for a deceased person on request of the diocesan  
35 council.  
36 e. Celebrate the Eucharist at Development Day (as arranged with the vice-president and  
37 faith chairperson).  
38 f. Appoint priests in the region when required in consultation with the bishop responsible  
39 for Lay Associations. Their term of office is three to five years if still assigned to a  
40 parish in the region.  
41 g. Regional Meetings  
42 i. Attend the seven spring and fall regional general meetings.  
43 ii. The Eucharist preceding is celebrated by the regional spiritual advisor; the  
44 diocesan spiritual advisor also gives the homily. *Refer to Regional Guidelines,*  
45 *Sections 16 (page 52), Regional Meetings (page 53) and Regional Mass*  
46 *Guidelines (page 55) Regional Mass Checklist, Appendix N (page 79).*

1 **1. SPIRITUAL ADVISOR (continued)**  
2

- 3 i. and give short report or remarks with focus on the League in context to the  
4 universal, Canadian and local church.  
5 h. Attend the provincial convention in July (four days).  
6 i. Attend national conventions hosted within Ontario, and once during his five-  
7 year term for an out-of-province national convention.  
8 j. Advise the Cardinal/Archbishop before the end of his 5-year term for his  
9 replacement and once confirmed notify the president and members.

10  
11 **1.5 Conventions**

- 12 a. Attend the annual meeting with the Cardinal/Archbishop which is held one month  
13 prior to the convention with the president, past president and vice president. *Refer to*  
14 *Appendix M: Spiritual Advisor's Convention Guidelines (Page 78)*.  
15 b. Attend the annual diocesan convention and give message/remark at the opening  
16 session; preside at the Eucharistic celebrations and at the installation/reaffirmation of  
17 officers.  
18 c. Work with the faith chairperson and the president to prepare the liturgies for the  
19 convention, including prayer services, and readings and Prayers of the Faithful for the  
20 Masses.  
21 d. Host the parish and regional spiritual advisors' luncheon on the second day of  
22 convention and give reports to conventions, if applicable.  
23 e. Prepare greetings letter for the convention booklet.  
24

25 **1.6 Diocesan Elections**

- 26 a. In election year(s), as a member of the nominations and elections committee,  
27 shall attend at the counting of ballots.  
28 b. Participate on the nominations and elections committee Screening Team  
29 wish past president who is chair of the committee to review and sign-off on  
30 police records check results for members letting their name stand one of the  
31 signing officers' positions of vice president, treasurer and secretary. *Refer*  
32 *to Appendix E: Police Records Check (PRC) Process (page 65)*.  
33

34 **1.7 Honorarium for Diocesan Spiritual Advisor**

35 An honorarium of \$150 per month is paid to the diocesan spiritual advisor to cover  
36 expenses, no receipts required. An additional \$20 per month is forwarded to him for a  
37 Mass for the intentions of the members of the diocesan council.

**II. GENERAL RESPONSIBILITIES OF EXECUTIVE  
OFFICERS AND STANDING COMMITTEE  
CHAIRPERSONS**

1 **2. Responsibilities of Executive Officers and Standing Committee**  
2 **Chairpersons**

3  
4 National Manual of Policy & Procedure      *Constitution & Bylaws*  
5 Diocesan Manual of Policy & Procedure      Executive Handbooks and Toolkits  
6 Toronto Diocesan Newsletter      Toronto Diocesan Convention Guide  
7 Provincial Online Newsletter      Annual Reports  
8 The Canadian League magazine      Previous files  
9 Reports at all levels      Other resources  
10 Diocesan, provincial and national websites  
11 Provincial directives and national communiqués

12  
13 In addition to the general responsibilities outlined in the *Constitution & Bylaws*  
14 (PART XII: *Section 7, pages 21*), the standing committee chairpersons shall:

- 15  
16 a. Understand the scope of your responsibilities and all executive officers' and standing  
17 committees positions and not just your current position by reading the League resources,  
18 consulting previous executive members, etc.  
19  
20 b. In consultation with the president, appoint sub-committee members according to sub-  
21 headings in *Constitution & Bylaws* who report directly to the committee chairperson.  
22 *Refer to Section 13, page 35.*  
23  
24 c. Contact their regional executive officers and standing committee chairpersons whose  
25 names are provided by the diocesan secretary and/or regional chair as received.  
26  
27 d. Be responsible for encouraging support and participation in provincial and national  
28 projects.  
29  
30 e. Be responsible for developing new diocesan programs when necessary.  
31  
32 f. Encourage parish councils to cover the responsibilities within the standing committee  
33 that are unique and evolving based on their changing needs. Read and keep clippings  
34 and brochures on current matters.  
35  
36 g. Prepare newsletter articles for the three issues of the diocesan newsletter. Adhere to  
37 deadline dates. *Refer to Newsletter, Section 11, page 33.*  
38  
39 h. Attend diocesan executive meetings and report on the work of your position. Submit a  
40 written copy of your report to the executive by the meeting deadline. Retain a copy for  
41 your file.  
42  
43 i. Prepare and distribute to regional chairs, handouts for distribution at regional executive  
44 meetings to parish councils, when necessary.  
45  
46 j. Attend as many regional spring and fall general meetings as possible.

1 **2.0 GENERAL RESPONSIBILITIES OF EXECUTIVE OFFICERS AND STANDING**  
2 **COMMITTEE CHAIRPERSONS (continued)**  
3

- 4 k. Participate as directed by the president. Attend diocesan League hosted special events  
5 such as the Mary Matthews Public Speaking contest, Development Day, resolutions  
6 committee meetings, etc. This allows for members to be familiar with the diocesan  
7 executive and serves as mentoring and training for current executive into future  
8 positions, etc.  
9
- 10 l. Members of the diocesan council are automatically on the convention committee and are  
11 expected to accept a specific responsibility. Attend all sessions of the Annual Meeting  
12 of Members/conventions, pre-convention planning and the post-convention meetings,  
13 and submit written and oral reports.  
14
- 15 m. Diocesan Annual Report Book  
16 i. Compile an annual report from parish council reports sent to you by the diocesan  
17 vice-president. Forward a copy to diocesan vice president by the deadline date.  
18 Retain one copy for your file.  
19 ii. Each annual report should be concise, but complete enough to enable parish  
20 councils to use it as a reference. Include unique and extraordinary achievements  
21 recognizing councils. Reports shall be affirming using specific numbers and/or  
22 percentages. Add any work done as a committee chair, along with  
23 recommendations for future implementation but excludes regular meetings  
24 attendance. Any diocesan projects should be included with only information  
25 relating to your standing committee.  
26
- 27 n. Review and implement the resolutions passed at all levels of the League that are  
28 directed to the standing committees through directives to the parish councils on how to  
29 implement their action plans.  
30
- 31 o. Encourage parish councils to send members to conferences, special events and  
32 encourage financial support to recommended organizations.  
33
- 34 p. Index carefully and deliver promptly all papers and records to your successor. Include  
35 manuals, executive handbook, communiques (national), directives (provincial) and files  
36 from two (2) past chairs. Any special project file should be forwarded to the historian.  
37
- 38 q. Where provincial or national offices have asked the Toronto Diocesan Council to send a  
39 delegate to an event on their behalf, the person appointed will send an expense as well  
40 as a written report to the office that requested CWL representation.

### **III. GENERAL RESPONSIBILITIES OF EXECUTIVE OFFICERS**

### 3. PRESIDENT

The general responsibilities for the President are outlined in the *Constitution & Bylaws (PART XII: Section 1, pages 19-20)* and Toronto Diocesan Council executive officers and standing committee chairpersons on pages 5-6 of this manual. Specific duties for the President are as follows:

#### 3.1 Responsibilities

- a. Guide the diocesan, regional and parish councils on the League's position on current issues, priorities and programs.
- b. Assign standing committee chairs to the faith, service and social justice committee following the elections.
- c. Appointments
  - i. Fill vacant executive positions following the elections in consultation with the executive.
  - ii. Regional Chairs (*Section 15, page 45*). Appoint new regional chairs as their two-year terms are completed.
  - iii. Newsletter Editor (*Section 11, page 33*)
  - iv. Website Administrator (*Section 12, page 34*)
  - v. Sub-committee and Convention Committee (*Section 1, page 35*)
  - vi. Appoint the past president as the chair of the elections committee in November immediately preceding a diocesan election. *Refer to Constitution & Bylaws (PART XVI: Section 3, page 38)*.
  - vii. Life member liaison who is the diocesan contact between the life members residing within the Toronto Diocese and the other levels of the League.
- d. Serve as an advisory member of all committees except the nominations and elections committee.
- e. Signing Officer
  - i. Serve as one of the three signing officers with the treasurer and secretary for all cheques except your own.
  - ii. Sign all official documents such as the contract for the hotel, website, etc.
- f. Spiritual Advisor
  - i. Keep him informed of all planned meetings and projects.
  - ii. Advise members regarding the end of the diocesan spiritual advisor's term of office and the appointment of a new spiritual advisor.
- g. Establish projects to be undertaken in consultation with the executive.
- h. Work to maintain a balance between the concerns of the parish councils and the importance of the League as a national organization.

#### 3.2 Duties

The president:

- a. Represent the Toronto Diocese and is a member of the Ontario Provincial Council with expenses covered by them and attends:
  - Provincial executive meetings (October, February)
  - Provincial pre-and post-convention meetings (July)
  - Provincial AMM/convention in July as voting delegate for the Toronto Diocese and prepare a written and present an oral report.
- b. Attend the national AMM/convention in August as an accredited delegate for the Toronto Diocese funds permitting.

1 **3. PRESIDENT (continued)**

2  
3 c. Meetings

- 4 i. Chair five to six executive meetings and prepare an agenda.  
5 ii. Set the dates for the fall and spring regional meetings in consultation with  
6 the regional chairs, diocesan spiritual advisor and executive.  
7 iii. Attend the diocesan resolutions meetings and may attend the resolutions  
8 committee meetings as invited.  
9 iv. Attend diocesan public speaking contest and present plaques and prizes.  
10 v. Attend council organization (new) or re-organization, considering  
11 disbanding meetings and initial installation of officers' ceremony.  
12 vi. Member of the Finance Committee (6.13).  
13 vii. Contact the Office of the Archbishop to schedule the annual meeting with the  
14 Cardinal/Archbishop which is held one month prior to the convention.  
15 **Note:** The meeting is attended by the Archbishop, president, spiritual advisor,  
16 past president and vice president.  
17 viii. Represent the diocesan council at church and/or community functions (or  
18 send delegate).  
19 ix. Attend the Cardinal's Dinner funds permitting or make donation to the  
20 Cardinal / Ordinandi Dinner.  
21 d. Prepare a speech and present the total of Spiritual Bouquet collected from  
22 members and others to the Ordinandi graduating class on behalf of the Toronto  
23 Diocesan Council if requested.  
24 e. Respond to as many parish invitations as time permits.  
25 f. Prepare president's report for annual report book and an oral report for the  
26 diocesan convention.  
27 g. Prepare articles for three issues of the diocesan newsletter.  
28 h. Review the draft executive meeting minutes, newsletter articles and annual report  
29 before they are finalized for circulation and or/printing,  
30 i. Arrange for the past president life membership nomination if criteria are met as per  
31 the life member nomination and approval procedure.  
32 j. Order her own diocesan bar in March of her retiring year.

33  
34 **3.3 Annual Meeting of Members/Convention Duties**

- 35 a. Set the theme and sub-theme for the convention and any other special events, if desired.  
36 b. Appoint a convention chair and two co-chairs and in consultation with them, assign each  
37 executive and regional chair to convention area/activity.  
38 c. Appoint a Life Member as the Parliamentarian if required.  
39 d. Be the signing officer for the diocesan convention hotel agreement.  
40 e. Prepare and sign letters for donations/sponsorship, press kit.  
41 f. Preside over the Annual Meeting of Members/convention business sessions and banquet.  
42 g. Act as the official spokesperson and signatory of all agreements for the council.  
43 h. Provide overall guidance and direction to the convention committee.  
44 i. Plan the convention agenda with the executive and convention committee.  
45 j. Work with the executive and convention chair and co-chairs to update the  
46 Convention Guide following the convention.  
47 k. **Note:** Refer to the Convention Guide for other duties and responsibilities.



1 **4. VICE PRESIDENT**

2 The general responsibilities for the Vice President are outlined in Constitutional &  
3 Bylaws (PART XII: Section 1, pages 19-20), and Toronto Diocesan Council executive  
4 officers and standing committee chairpersons on pages 5-6 of this manual. Specific  
5 duties for the Vice President are as follows:  
6

7 **4.1 Recruitment of Members**

- 8 a. Encourage all parish councils to increase membership and keep records of
- 9 membership numbers submitted by the diocesan treasurer. Verify membership
- 10 totals with the treasurer. Record numbers by parish councils, regions, and
- 11 diocesan totals.
- 12 b. Order or download from the national office the Certificates of Merit and
- 13 anniversary certificates. The certificates are signed by the diocesan president and
- 14 spiritual advisor. Present the certificates to councils with increases in
- 15 membership of 1-9 members at the spring regional general meeting and over 10
- 16 at the annual convention.

17 **4.2 Organization/Reorganization of Parish Councils**

- 18 a. Contact the parish priest or interested women in the parish to organize council.
- 19 b. Ask members of the diocesan executive to attend one or two meetings to inform
- 20 parish ladies of the workings of the League. The diocesan president, the vice-
- 21 president and the regional chair should attend.
- 22 c. Take copies of available materials to the first meeting for information only. Carry
- 23 pencils and paper in a box in case an election is needed.
- 24 d. Advise the new council president to send their application and per capita list (in
- 25 duplicate) to the national office.
- 26 e. The national office issues a charter number for newly organized councils or reissues
- 27 the previous charter for the reorganized councils if they maintain their original year
- 28 organized.

29 **Note:** Upon receipt of the Application for Certificate of Organization, and cheque  
30 for charter members, the national office issues the charter and sends a president's  
31 kit to the new or reorganized council which contains the following.  
32  
33

1 - Executive Handbooks	1 - Membership package (remittance filled in)
1 - National Manual of Policy and Procedure Manual	1 - Parish council mailing
1 - Handbook for Spiritual Advisors	Current <i>Canadian League</i> magazine
1 - <i>Constitution &amp; Bylaws</i>	Member pins for all who signed the charter
1 - Ceremonies Booklet	Copy of Liability Insurance Coverage
1 - CWL Prays	1 - Parliamentary Procedure

- 34 f. The following is sent to the president for new and or/ reorganized parish councils:
- 35 i. List of diocesan executives (in copy of newsletter).
- 36 ii. Twenty-five prayer leaflets and CWL brochures (either blue/gold or white).
- 37 iii. Copies of the last two or three annual reports and newsletters.
- 38 President's pin (ordered from national office and presented at installation)
- 39 iv. List of regional executives.
- 40 v. Spiritual advisor's pin (to be presented at installation).
- 41

1 **4. VICE PRESIDENT (continued)**

- 2 g. Assist the new or reorganized council in preparing for the installation of the new  
3 executive.  
4 h. Review supplies received in president's kit from the national office and order  
5 required items accordingly. i.e., president's pin, spiritual advisors pin, 10-12 taper  
6 candles.  
7

8 **4.3 Member of the Finance Committee**

9 Is a member of the Toronto Diocesan Council Finance Committee which is chaired by the  
10 treasurer. See Treasurer (6.13).  
11

12 **4.4 Leadership Development Courses**

13 4.4.1 Leadership and Public Speaking Course

- 14 i. Promote the Leadership & Public Speaking course in all regions which is offered  
15 in 2-hour sessions over six weeks with a maximum class size of 20 students.  
16 ii. Update the course content and provide all course materials including instructor  
17 and student manuals, PowerPoint slides, prepare certificates to the regions.  
18 iii. Work with the regional chairs who are responsible for organizing the leadership  
19 course dates, instructors, managing registration, collecting registration fees and  
20 attendance.  
21 **Note:** The registration fee is used to cover all costs (with receipts) for payment  
22 (i.e., printing, mileage, hall rental, refreshments etc.).  
23 iv. Attend the graduation session to present certificates to successful members.  
24 v. Receive revisions for the course from the regions at the completion of all  
25 sessions.  
26

27 4.4.2 Parish Executive Training (PET) Workshop

- 28 i. The Parish Executive Training course content is managed by the diocesan vice  
29 president.  
30 ii. The regional chairs are responsible for scheduling and setting up the PET sub-  
31 committee(s).  
32 iii. Timed to coincide in the first quarter of the year with the formation of new  
33 executives or as requested by councils and regions.  
34 iv. New council executives and members from different councils are encouraged to  
35 attend the PET workshop for a greater sharing of ideas and experiences.  
36

37 4.4.3 CWL Wednesdays and Other Virtual Workshops

38 The CWL virtual training sessions were introduced in 2021 during the pandemic to  
39 engage members in a variety of League, Catholic faith and personal developmental  
40 topics. The sessions are organized by the vice president who allows the executive  
41 and others to lead the 60 to 90 minutes sessions.  
42

43 **4.5 Development Day**

44 Development Day shall be offered at least once a year to the members to enhance their  
45 growth and personal development.

- 46 a. Plan Development Day which may start in September of the previous year, with target  
47 date of mid-February.  
48 b. Schedule executive and standing committee workshops every second year.

1 **4.5 Development Day (continued)**  
2

- 3 c. Funds can be requested from national or provincial Development Funds if workshops  
4 for the day meet their criteria. No registration fee is collected for diocesan executive,  
5 regional chairs, newsletter editor or the convention committee.  
6 d. Consult with the executive on hosting in-person or virtually, registration fee  
7 charged/suggested donation, time, place, theme, format, organization(s) supported.  
8 e. Provide finalized details in above with the registration form and map and submit by  
9 Winter newsletter deadline.

10  
11 **4.6 Life Membership**

- 12 a. Maintain an updated list of life members residing within the Toronto Diocese which  
13 includes their contact information and birthdays.  
14 b. Maintain contact with the life member liaison to ensure that life members are aware of  
15 diocesan events such as training sessions, Development Day, Annual Meeting of  
16 Members/convention, Evening of Reflection.  
17 c. Enlist life members to provide mentoring and training sessions to the councils.  
18 d. Assist in the preparation of new life member submissions by the provincial and  
19 national deadlines.  
20

21 **4.7 League Publications**

22 Prepare information and articles for the diocesan newsletter. Encourage the use of the  
23 diocesan newsletter, websites, *The Canadian League* magazine, and the *Constitution &*  
24 *Bylaws*.  
25

26 **4.8 Resource Material**

27 Provide all diocesan executives with an up-to-date copy (hard or links) to the  
28 national and diocesan manuals of policy and procedure section relating to their  
29 standing committee. Keep on file a complete copy of the executive handbooks and  
30 all resource materials that may be required by the executive members.  
31

32 **4.9 Annual Reports**

33 The annual reports reflect activities undertaken by councils between Jan 1<sup>st</sup> to Dec 31<sup>st</sup>  
34 of each year. The Annual reports are posted on the national website on Nov. 1<sup>st</sup> and are  
35 completed by Dec. 15<sup>th</sup> of the current year. Councils are encouraged to complete online  
36 but may request a hard copy. The vice president oversees the completion of the annual  
37 reports by providing instructions and reminders.  
38

39 **4.9.1 Parish Councils Reports**

40 Request parish councils complete the annual report survey templates on the national  
41 website by the due date as determined by the national office.  
42

43 **4.9.2 Regional Chairs' Reports**

44 Request regional chairs to prepare and email a 1-page report which is an overall  
45 summary of the regional activities for the period of Jan. 1<sup>st</sup> to Dec. 31<sup>st</sup>, to the  
46 diocesan vice president and copy the diocesan president. This regional report is  
47 included in the diocesan annual report book.  
48

1 **4.9 Annual Reports (continued)**  
2

3 **4.9.3 Diocesan Executive Reports**

4 The diocesan executive uses the parish council annual reports to summarize their  
5 provincial 2-page point form summary annual report and their 2-page narrative  
6 report for the diocesan annual report book. These summarized reports are emailed  
7 to the diocesan vice president and copied to the president by the assigned deadline.  
8 The diocesan vice president emails all diocesan point form reports to the provincial  
9 vice president and includes the narrative summary in the diocesan annual report  
10 book.  
11

12 **4.9.4 Diocesan Annual Report Book Special Reports**

13 The special reports include diocesan spiritual advisor, president, treasurer (financial  
14 statements), the newsletter editor and website administrator their reports are  
15 emailed to the vice-president and copies the president.  
16

17 **4.9.5 Diocesan Annual Report Book**

18 The vice president is responsible for compiling the Annual Report book using the  
19 summarized reports from the executive, regional chairs, spiritual advisor, newsletter  
20 editor, financial statements, council membership stats by region and regional  
21 executive. The diocesan executive also includes unique diocesan highlights in their  
22 summarized reports. The written guidelines for the annual report are updated and  
23 circulated each year by mid-Jan.  
24

25 **4.9.6 Committee to Correct and Edit Reports**

26 The vice president will convene a committee which includes a life member to  
27 review and edit the executive and regional chairs' reports. The president must  
28 approve the final copy of the annual report before sent for printing.

29 **Note:** Proofread before filling the complete order with the printer.  
30

31 **4.10 Annual Meeting of Members/Convention**

32 Order, prepare and present certificates of merit for parishes with an increase  
33 of ten (10) or more members. Letters of invitation are sent to the parish  
34 council presidents that will be receiving the certificates. Councils with an  
35 increase in members from 1-9 are recognized at the spring regional general  
36 meetings.  
37

38 **4.10.1** Order and present all new councils with a picture of Our Lady of Good  
39 Counsel (mounted 9" x 12"), available from the national office. Letter of  
40 invitation is sent.

41 New councils receive a picture of Our Lady of Good Counsel at installation if  
42 convention is more than six months away.  
43

44 **4.10.2** Order and present special anniversary certificates when appropriate. Letter of  
45 invitation is sent to parish presidents to attend the annual convention.  
46

1 **Vice President 4.10 AMM/Convention (Continued)**  
2

3 4.10.3 Arrange for annual report to be downloaded on Toronto Diocesan Council  
4 website prior to convention. Arrange for printed annual reports to be  
5 distributed in a systematic manner. There should be enough printed (15  
6 copies) to ensure that the following all receive a copy:  
7

8 Diocesan President Diocesan Past President/Historian  
9 Vice President Archbishop/Bishops (5)  
10 Provincial president and provincial vice president  
11 Two (2) copies to be sent/given to the past president/historian for the Toronto  
12 Diocesan Council archives.  
13 Extra copies for presentation to future councils  
14  
15  
16  
17

18 **5. SECRETARY**  
19

20 **5.1 Responsibilities**

21 The general responsibilities for the Secretary are outlined in the *Constitution & Bylaws*  
22 (PART XII: *Section 3, pages 21*) and Toronto Diocesan Council executive officers and  
23 standing committee chairpersons are on pages 5-6 of this manual. Specific duties for the  
24 Secretary are as follows:  
25

26 **5.2 Meetings**

- 27 (i) Email notice of meetings and circulate the draft minutes, report template and agenda  
28 at least two weeks prior to the executive and convention meetings to ensure recipients  
29 have an opportunity to review them and submit any corrections necessary, prior to the  
30 meeting.  
31 (ii) Read all the correspondence (or a précis thereof) which the council has received  
32 since the last meeting, and forward a reply on behalf of the president, if so directed.  
33 Give a list of the correspondence received to the president and keep a copy on file.  
34

35 **5.2.1 Roll Call**

36 At the beginning of each meeting, circulate an attendance sheet to conduct a roll call  
37 of the executive, regional chairs and spiritual advisor which is recorded in the  
38 minutes. Absences and regrets are also recorded in the minutes.  
39

40 **5.2.2 Minutes**

- 41 (i) Record minutes of all diocesan executive, convention pre and post, resolutions  
42 meetings and Annual Meeting of Members/convention and distributed by  
43 email to each member of the council.  
44 (ii) Provide a draft of the minutes approved by the president/chair before  
45 proceeding with the distribution.  
46 (iii) Ensure at least one backup person to take the minutes at the Annual Meeting  
47 of Members/convention.

1 **5.0 Secretary (continued)**

2  
3 **5.2.3 Motions**

- 4 (i) Numbering: Motions numbering starts with each calendar year (i.e.,  
5 2024.xx) for the executive and pre- and post-convention minutes. The  
6 Annual Meeting of Members/convention has a separate numbering format.
- 7 (ii) Emailed Motions: Motions conducted by email for time sensitive items  
8 between executive meetings. Emailed motions are ratified at the next in-  
9 person or virtual meeting. The executive and regional chair responding to  
10 the motions must ensure that the president and secretary are included in  
11 their response.
- 12 (iii) Motion Book: Keep the motion book up to date by inserting the motions  
13 made at the most recent meetings. Provide a copy of the motions to the  
14 president. File motions in the archives after five years.

15  
16 **5.3 Correspondence**

- 17 a. Prepare correspondence and/or send on behalf of the president or spiritual advisor.  
18 Send Mass cards, sympathy cards, etc., as directed by the president.
- 19 b. Purchase a virtual platform (i.e., Zoom) for scheduling and hosting virtual  
20 meetings and events.
- 21 c. Signature on letters: Have the president sign all letters unless directed to sign her  
22 name on her behalf. Give copies of all outgoing correspondence to the president.
- 23 d. Correspondence: Ensure that all correspondence from executive members has  
24 been approved by the president prior to distribution. Give a copy of the  
25 correspondence to the president.
- 26 e. Activity Report: Create and maintain a list of Toronto Diocesan activities and  
27 upcoming events which is distributed to the Diocesan council as required.
- 28 f. Mass Cards: Forward Mass cards at the request of the president for deceased  
29 council presidents, life members, diocesan council members and their immediate  
30 family members. *Refer to Deceased Members 14.11, page 40.*  
31 A supply of signed “blank” cards (spiritual advisor’s signature) are kept on file  
32 and mailed out as required.

33  
34 **5.4 Signing Officer**

35 Serve as one of the three signing officers with the treasurer and president for all cheques  
36 except own.

37  
38 **5.5 Elections Register**

39 In consultation with the past president/historian, maintain and review the elections  
40 register of parish presidents eligible for nomination in a diocesan election.

41 *See National Manual of Policy & Procedure for Eligibility, Nominations & Elections.*

- 42 a. Maintain and regularly update the elections register of parish council with names,  
43 address, email and phone of all eligible nominees indicating year(s) of office last  
44 served and provide to the past president who is chair of the Nominations and  
45 Elections committee.
- 46 b. In consultation with the past president, prepare and send a nomination form and  
47 letter to those eligible for election by email and send by regular mail those  
48 without email. *Refer Appendix L - Parish Information Form, page 77.*

1 **5.0 Secretary (continued)**

2  
3 **5.6 Annual Meeting of Members/Convention**

- 4 a. Prepare news releases with approval of the president for regional newspapers, The  
5 Catholic Register and cable TV.  
6 b. Collect and file biographical sketches of all speakers at the convention.  
7 c. Invite the press to attend business sessions; prepare press kits (as per list in standing  
8 committee chair information files); set up press table.  
9 d. Only the diocesan president or someone delegated by her may grant official interviews  
10 about the work and policies of the League.  
11 e. Forward copy of detailed highlights to The Catholic Register and a condensed copy to  
12 other newspapers immediately following the convention.  
13 f. Set up communications table displaying the diocesan photo albums, Catholic  
14 periodicals, council newsletters, etc.  
15  
16  
17

18 **6. TREASURER**

19 **6.1. Responsibilities**

20 The general responsibilities for the Treasurer are outlined in the Constitution & Bylaws  
21 (PART XII: Section 4, pages 22-23), and Toronto Diocesan Council executive officers and  
22 standing committee chairpersons on pages 5-6 of this manual and *policy section, 14, page*  
23 *38*. Specific duties for the Treasurer are as follows:

24 **Note:** Expenses exceeding approved budget amounts will require a motion from the  
25 executive before payment is made.  
26

27 **6.2. Banking**

- 28 a. In consultation with the president, choose a bank conveniently located for the  
29 treasurer. The Toronto Diocesan Council currently conducts banking with the  
30 Canadian Imperial Bank of Commerce (CIBC).  
31 b. When changing signing authorities, obtain signature cards for three (3) signing  
32 officers, but only two signatures are necessary on cheques issued. The signing  
33 authorities should not sign their own expense cheques.  
34 **Note:** The bank may require that all three signing authorities come in to sign the  
35 forms.  
36 c. If needed, schedule a meeting with the accountant to discuss the treasurer's  
37 understanding of the position and to obtain suggestions.  
38

39 **6.3. Per Capita Lists**

- 40 a. At the beginning of each month, the national office will send a notice by email of the  
41 amount of per capita fees collected for the previous month and the date of the direct  
42 deposits, together with a per capita report showing a breakdown of both current and  
43 year-to-date fees received from the parishes.  
44 b. Verify the total amount collected for the month on the per capita report from the  
45 national office to the actual direct deposit amounts on the bank statement.  
46 c. Update the membership statistics by region and provide a copy to the president and  
47 the vice-president for circulation to the executive and regional chairs.

1 **6. TREASURER (continued)**

2  
3 **6.4. Guaranteed Investments**

- 4 a. Invest excess funds for a flexible period, if appropriate. Ensure that funds are  
5 accessible, if needed keep a reserve equal to one year's operating expenses.  
6 b. The term deposits should be maintained at a level that will cover the council's  
7 expenses for one year.  
8 c. Following the year end, review at the January executive meeting the diocesan  
9 council's investments. A motion should be made to increase these funds on  
10 an annual basis, given the rate of inflation and the increase or decrease of any  
11 unforeseen expenses.  
12

13 **6.5. Provincial and National AMM/Convention Hosting Account**

- 14 a. Upon notification that the Toronto Diocesan Council will be hosting an Ontario  
15 provincial or national Annual Meeting of Members/convention, the treasurer shall  
16 start to transfer funds from the General Bank Account to the provincial/national  
17 convention account to cover the expenses (i.e., travel, accommodations, etc.).  
18 b. The transfer of funds shall be made each year in January, with the final transfer  
19 made in the year of the convention. The amount of the yearly transfer is to be  
20 determined and voted on at a diocesan executive meeting.  
21 c. The expenses for the national/provincial convention co-chairs hosted by the Toronto  
22 Diocesan Council are covered from this account. This includes attending the  
23 national/provincial Annual Meeting of Members/convention the year prior for  
24 promotion/invitation to members to attend the convention the following year.  
25

26 **6.6. Voluntary Fund Donations**

- 27 a. There is a separate scholarship account for donations received. Deposit all donations  
28 received for the following (listed in d. below) into the scholarship account. Record  
29 deposits by date, council name, region and charity.  
30 b. National Voluntary Funds  
31 Each parish is to forward their own cheques to the national office, accompanied by  
32 a National Voluntary Fund Remittance Form. Each council president receives this  
33 form along with other information directly from national. Following is a list of  
34 national-sponsored charities:  
35 Coady International Institute Fund, Development and Peace, Catholic Missions in  
36 Canada and the Catholic Near East Welfare Association (CNEWA). Other  
37 charities may be revised yearly.  
38 c. Provincial Voluntary Funds:  
39 Ontario Provincial Council has one voluntary donation fund which is the Bishop  
40 Pappin Memorial Bursary Fund. Remit these directly to the provincial treasurer.  
41 d. Diocesan Voluntary Scholarship Funds  
42 The two diocesan scholarship funds are St. Michael's Scholarship Fund at University  
43 of Toronto and the Margaret Ann Jacobs Catholic Children's Aid Foundation  
44 Scholarship Fund.  
45 i. Donations to the scholarship funds are deposited into the Scholarship  
46 account and awarded annually.  
47 ii. The amount of the scholarship for the following year's post-secondary  
48 study period is adopted by motion at the executive meeting in January.



1 **6. TREASURER (continued)**

2 **6.7. Annual Meeting of Members/Conventions**

- 3 a. Prepare a draft budget based on the previous year's actuals, previous history and  
4 proposed new initiative which is reviewed at the finance meeting and presented for  
5 approval by diocesan executive at the January meeting.  
6 b. Report on a cumulative basis from January 1st to meeting date.  
7 c. Issue advance cheques for the convention (i.e. League supplies, printing) with an  
8 estimated price which should not exceed budgeted funds. Preapproval is required from  
9 the treasurer and the president. The final receipts/invoices must be submitted to the  
10 treasurer immediately after the convention.  
11 a. Provide deposit books to anyone collecting cash or cheques (e.g., registration  
12 and banquet tickets, Development Day). Deposits can be made at any CIBC  
13 bank, using the proper bank encoding on the deposit.  
14 **Note:** The treasurer must be immediately informed of each deposit made.  
15 b. Take the cheque book to the convention and arrange for a safety deposit  
16 box(es) at the hotel for cheques and cash received.  
17 c. Pay the hotel bill as promptly as possible following the convention.  
18 d. Prepare a financial report for the post-convention meetings ensuring that all  
19 outstanding bills have been paid.  
20 **Note:** Bills must be forwarded to the treasurer within 30 days or advise her of  
21 an outstanding bill prior to presenting the financial report).  
22

23 **6.8. Development Day**

24 The budget for Development Day is set up at the finance committee meeting in October to  
25 include suggestion and cost for the keynote speakers (\$500 for a half day or \$1,000 for a  
26 full day), music for the Mass organist (\$100), cantor (\$100), space rental (\$750 to a  
27 maximum of \$1000); caretaker fee to a max of (\$150); refreshments up to max \$5 per  
28 person with receipts).

29 **Note:** If a speaker is a CWL member a donation can be made to a charity, or the speaker  
30 may receive a Mass card.  
31

32 **6.9. Diocesan and Provincial General Liability Insurance Remittance**

33 The commercial general liability insurance is mandatory for the diocesan executives and is  
34 paid by the diocesan council. The annual premium rates are set by the insurer and are  
35 communicated to the treasurer and president through the national office. The proof of  
36 insurance is provided to all diocesan executives upon payment of the annual premium. The  
37 limit of liability: \$2,000,000 per occurrence/\$5,000,000 annual aggregate limit effective  
38 January 1st to December 31st annually. The insurance signed by the president and is  
39 remitted by February 15th each year to the national office and the provincial treasurer.  
40

41 **6.10. Expense Accounts**

- 42 a. The executive and executive council expenses shall be from the General Account.  
43 b. Expenses shall be submitted monthly with final submissions no later than December  
44 15th of the current calendar year.  
45 c. In an election year, expenses shall be submitted within 30 days following the election at  
46 the Annual Meeting of Members/convention.  
47 d. Expenses shall be paid from the General Account as per amounts in the approved  
48 budget.

1 **6. TREASURER (continued)**

2  
3 **6.11. Balancing Bank Statements**

4 The bank accounts shall be reconciled monthly and posted to the ledger and reviewed with  
5 the president. Provide report on all accounts (general, scholarship and convention hosting)  
6 held by the diocesan council for all executive and convention meetings as applicable.  
7

8 **6.12. Budget**

- 9 a. Prepare the initial operating and convention budgets for the upcoming year  
10 which are presented at the November executive meeting.  
11 b. The operating and convention budgets for the year are presented at the executive  
12 meeting in January and a motion is presented for approval by the executive.  
13 c. Prepare an annual report with actual figures.  
14 d. There is a separate line for election expenses of approximately \$500 for election years.  
15

16 **6.13. Finance Committee**

17 The Toronto Diocesan Council Finance Committee is comprised of the treasurer as chair,  
18 president, past president, vice president, two past executive members (consider one life  
19 member), and the spiritual advisor as ex officio. The committee meets in October to  
20 assist the Treasurer in her fiscal duties with preparing the draft operating and convention  
21 budgets for the coming year before it is presented to the executive.  
22

23 **6.14. Honorarium for Diocesan Spiritual Advisor**

24 An honorarium of \$150 per month is paid to the diocesan spiritual advisor to cover  
25 expenses, no receipts required. An additional \$20 per month is forwarded to him to  
26 celebrate a monthly Mass for the intentions of the members of the diocesan council.  
27

28 **6.15. Mass Cards**

29 The diocesan treasurer is notified of the deceased's name and then will forward the  
30 information to the diocesan spiritual advisor with the appropriate offering.  
31

32 **6.16. Reporting**

33 **6.16.1 Treasurer Reports**

34 Present a treasurer's report at each diocesan executive and convention meeting.  
35 The treasurer's report should report activity in each account and GIC, with a  
36 summary of all funds on hand. A copy should be made available for each  
37 executive member. The Treasurer's Report is as of December 31st at the January  
38 meeting.  
39

40 **6.16.2 Annual Donations Report**

41 Compile a report of all donations from parish council annual treasurer's reports  
42 by deadline date. Submit to the president and executive a summary of all  
43 donations using the prescribed provincial/national report form.  
44

45 **6.16.3 Financial Statements**

- 46 i. Arrange with the auditor the timing of review of the annual financial  
47 statements.  
48 ii. Submit to the auditor all required documents to facilitate the review of the  
49 annual financial statements.

1 **6. TREASURER (continued)**  
2

- 3           iii. The diocesan executive shall approve the reviewed financial statements from  
4           the auditor at its spring meeting. These approved reviewed financial statements  
5           will be presented to the assembly by the diocesan treasurer.  
6           iv. Arrange for printing copies of the reviewed financial statements and email to  
7           all voting members at least 21 days before the annual convention where the  
8           financial statements are presented for acceptance.  
9           v. Hard copies of the financial statements are provided to voting, accredited  
10          delegates and members as requested.  
11          vi. The reviewed financial statements with the voluntary funds are included  
12          with the Treasurer's report in the annual report book but it is removed  
13          from the online copy posted on the website.  
14

15 **6.16.4 Treasurer's AMM/Convention Reports**

- 16          i. Written Annual Report  
17             Prepare a Treasurer's report for the annual report book. The annual report  
18             should include a summary of all as reported to provincial and a listing of  
19             all donations to the Toronto Diocesan Voluntary funds. (i.e., St. Michael's  
20             Scholarship Fund and the Margaret Ann Jacobs Catholic Children's Aid  
21             Foundation Fund).  
22  
23          ii. Oral Report  
24             Prepare an oral report for the annual Toronto Diocesan Convention and  
25             make two motions.  
26             ▪ "That the (*insert year*) Financial Statements, as reviewed by (*insert name*  
27             *of accountant*) and printed on pages *insert page numbers*) in the annual  
28             report book be accepted as printed."  
29             ▪ "That the services of (*name the accounting firm - they may not be the*  
30             *same*) be retained for the review of the (*insert the following year*)  
31             financial statements. "

## 7. PAST PRESIDENT/HISTORIAN

### 7.1. Responsibilities

The general responsibilities for the Past President/Historian are outlined in the *Constitution & Bylaws (PART XII, Section 6, page 22-23)*, and Toronto Diocesan Council executive officers and standing committee chairpersons on pages 5-6 of this manual. The past president/historian shall, because of her experience, serve her council and president in a consultative capacity. Specific duties for the Past President/Historian are as follows:

### 7.2. Diocesan Elections Register

In consultation with the secretary, ensure that the Elections Register is maintained and updated regularly. In an election year, oversee a review of the register and verify the eligibility of parish council past presidents for nomination. This is done in consultation with the president and secretary.

#### 7.2.1 Council Past Presidents

- a. Upon completion of their term as council president, their name is entered into the Toronto Diocesan Elections Register and remains eligible for election for three consecutive elections following this two-year term.
- b. Co-presidents who have completed a two-year term in their parish council are eligible to be entered into the Toronto Diocesan Elections Register.
- c. If a president continues in that same position, this does not extend eligibility. If elected to the Toronto Diocesan Council, an election must be held to elect a new parish council president by the end of that calendar year. *Refer to National Manual of P&P, PART XVI, Section 7*

#### 7.2.2 Regional Chairs

Regional chairs are eligible to stand for election upon the completion of her appointed term.

### 7.3. Nominations and Elections Committee

Chair the nominations and elections committee if requested by the president. See National Manual of Policy & Procedure for Eligibility, Nominations & Elections, *Refer to Appendix C: Diocesan Election Procedures, page 61 and Appendix D: Rules for Election of Toronto Diocesan Council, page 63.*

Appoint a committee which should be comprised of the past president/historian as chair, and include consider 1-2 life members, and the spiritual advisor as ex officio who assists during the election proceedings as a counter/scrutineer. The secretary assists with maintaining and mailing the Elections Register.

- a. Follow correct procedures for nominations as specified in the National Manual of Policy and Procedure.
- b. Prepare letters as follows:
  - i. Acknowledge those who let their names stand.
  - ii. Advise those persons of the position(s) for which they have been nominated.
  - iii. Advise those members not nominated; include appreciation for commitment to the League.
  - iv. Forward a letter to any unsuccessful candidate following the election.

1 **7. Past President/Historian (continued)**

2  
3 **7.4. Police Records Check (PRC)**

4 Members letting their name stand for the Toronto Diocesan election in positions for vice  
5 president (who will become president), secretary or treasurer for the diocesan elections will  
6 need to provide a valid Police Records Check. These positions involve signing authority,  
7 maintaining financials records, handling monies, etc. The secretary and treasurer positions  
8 will need to provide proof of their specific qualifications and once confirmed on the  
9 acceptance list, will be reimbursed for any cost incurred. Currently, there is now charge for  
10 a PRC in Ontario. *Refer to Appendix E: Police Records Check Process, page 63 and*  
11 *Appendix F: Police Records Check Declaration Form, page 65.*

12  
13 **7.5. Amendments Committee**

14 Chair the amendments committee upon request by the president if there are changes to  
15 be made to the election's procedure.

16  
17 **7.6. Diocesan Elections Procedure**

18 *Refer to Constitution & Bylaws, PART XVI, Section 1 (b) and (e), Eligibility for Office.*  
19 *Refer to Appendix C: Elections Procedure, page 61.*

20  
21 **7.7. Voting**

22 Members letting their name stand for election should not participate in the election  
23 process in any capacity.

24 **1.4.1 Voting Delegate at Toronto Diocesan Convention**

25 Parish council voting delegates must ensure that their council membership is paid for  
26 the current year that they are voting at the Toronto Diocesan Annual Meeting of  
27 Members/convention.

28  
29 **7.8. Parish Council Elections**

30 Provide support to parish councils conducting elections on request. *Refer to Appendix G:*  
31 *Parish Council Elections, page 67.*

32  
33 **7.9. Diocesan Manual of Policy and Procedure**

34 The Toronto Diocesan Council Manual of Policy and Procedure is reviewed every two  
35 years by a committee led by the past president in consultation with the president and the  
36 executive. This is done in the second year of the executive term. A motion is required to  
37 adopt policy, financial changes and the overall manual. An electronic copy of the updated  
38 manual is circulated and posted on the website at the end of the executive term.

39  
40 **7.10. Moira Ste. Marie Memorial Lecture Series**

41 The past president/historian organizes the lecture series in the fall of the second year of the  
42 executive term as an in-person or virtual event. The goal is to inform members and non-  
43 members on family, politics, education, health and social issues. Funds are budgeted to  
44 assist with speaker fees, honorarium, hall rental, refreshments and for donations to the  
45 selected recipient organization(s). Additional funds may be generated by seeking sponsors  
46 from community businesses and through a nominal registration fee. *Refer to Appendices H:*  
47 *Moira Ste. Marie Memorial Lecture Series, page 67.*

1 **7. Past President/Historian (continued)**  
2

3 **7.11. Patricia Beattie Annual Memorial Mentoring Award**

4 The past president/historian manages the mentoring award which recognizes members who  
5 provide active mentoring and encourage the growth of individual members by sharing  
6 her experiences and knowledge. Category A recognizes members for their work within  
7 their parish council and Category B recognizes members who served at the regional,  
8 diocesan, provincial and national levels of the League. Both are awarded annually at the  
9 Toronto Diocesan Council Annual Meeting of Members/Convention. *Refer to Appendix I:*  
10 *Patricia Beattie Award Criteria and Guidelines, page 72 and Appendix J: Patricia Beattie*  
11 *Award Nomination form, page 73.*  
12

13 **7.12. Member of the Finance Committee**

14 Member of the Toronto Diocesan Council Finance Committee which is chaired by the  
15 treasurer. See Treasurer (6.13).  
16

17 **7.13. Photo Albums**

- 18 a. Collect clippings, photos and any memorabilia related to diocesan activities.  
19 b. Encourage councils to submit photos (such as executive and other events of interest to  
20 the diocese) for the website.  
21 c. Create photo album for the diocesan council for the archives and for the president which  
22 is provided at the end of her term.

23 **Note:** Ensure that photos are labeled with event, date and identify, when possible, the  
24 members and individuals in the photos.  
25

26 **7.14. Archives**

27 7.14.1. The past president/historian is responsible for compiling the materials for  
28 archiving. She will form a committee with the approval of the president to sort  
29 materials for archiving.

30 7.14.2. Archive only Toronto Diocesan Council documents such as important  
31 correspondence, events and/or articles, all minutes of executive, annual general  
32 meeting/convention, resolutions meetings, and special committees, financial  
33 statements.

34 **Note:** No documents from national, provincial or regional levels or from other  
35 organizations will be kept.

36 7.14.3. Past president/historian maintains ongoing contact with the Archivist at the  
37 Archives of the Roman Catholic Archdiocese of Toronto (ARCAT) on the  
38 agreement with the CWL on resources that can be archived and reviewed every two  
39 years.

40 **Note:** The records from 1921 to 2000 five reels of microfilm are held at the Archives  
41 of the Roman Catholic Archdiocese of Toronto (ARCAT). A duplicate set of five reels  
42 of microfilm is kept by the past president. The years 2001 to 2010 are also being held  
43 with ARCAT. The years 2011 to 2021 are held with ARCAT as hard copies microfilm  
44 is not available through them.

**IV. GENERAL RESPONSIBILITIES OF  
DIOCESAN STANDING COMMITTEE  
CHAIRPERSONS**

1 **8. FAITH STANDING COMMITTEE CHAIRPERSON**  
2 **Faith (Hearts in Prayer) Uniting Catholic Women to Grow in Faith**  
3

4 **8.1. Responsibilities**

5 The general responsibilities for the Faith Chairperson are outlined in the *Constitution &*  
6 *Bylaws* (PART XIII: (1), *pages 24*), and Toronto Diocesan Council executive officers and  
7 standing committee chairpersons are on pages 5-6 of this manual. Specific duties for the Faith  
8 Chairperson are as follows:  
9

10 **8.2. Masses**

- 11 a. Arrange for a Mass to be said monthly for all members of the Toronto diocese, living  
12 and deceased with Catholic Missions In Canada.  
13 b. Request a Mass to be said monthly by the diocesan spiritual advisor for the intentions of  
14 the diocesan executive council. Complete expense forms for both and submit to  
15 treasurer.  
16

17 **8.3. Feast of Our Lady of Good Counsel and Mass Taping**

18 The Feast of Our Lady of Good Counsel Mass is organized by the national faith chairperson.  
19 Members are encouraged to attend the annual taping of the Mass. Send reminders to members  
20 to watch the Mass online or on TV in advance of the April 26<sup>th</sup> Feast Day.  
21

22 **8.4. Meetings and Diocesan Events**

23 Select a scripture reading and prepare a reflection (or an appropriate prayer) for each meeting  
24 involving the diocesan executive. Ask members to participate by doing the readings or  
25 reflections at the meetings.  
26

27 **8.5. Development Day**

28 Work with the vice-president and spiritual advisor to prepare the liturgical part of the program  
29 to reflect the theme and objective of the day.  
30

31 **8.6. Ordinandi Dinner and Spiritual Bouquet**

32 The Serra International Ordinandi Dinner Committee invited the diocesan council to partner  
33 with Serrans for the annual Ordinandi Dinner in the year 2000 to start the new millennium.  
34

35 a. Ordinandi Dinner Committee

- 36 i. A CWL member is appointed by the president to represent the Toronto  
37 Diocesan Council on the Ordinandi Dinner Committee for each executive term  
38 as requested by the Serrans.  
39 ii. The CWL Ordinandi representative looks after ticket sales assigned to the  
40 Council.  
41 iii. The CWL Ordinandi representative with the faith chairperson may assist the  
42 Serrans on the day of dinner by putting out table favours such as the dinner  
43 program, prayer cards, rosaries, etc.



1 **8 FAITH STANDING COMMITTEE CHAIRPERSON (continued)**

2  
3 b. **Spiritual Bouquet**

4 The spiritual bouquet is mystical offering of Masses, rosaries, communions,  
5 Eucharistic Adorations, Blessed Sacrament Visits, prayers, Stations of the Cross and  
6 sacrifices.

- 7 i. The faith chairperson oversees the collection of the spiritual bouquet between  
8 September to early February from councils.  
9 ii. The president presents the spiritual bouquet to Ordinandi graduating class on  
10 behalf of the diocesan council at Ordinandi Dinner in March  
11

12 **8.7. Deceased Members**

13 Update and verify the deceased members list sent by the provincial council against the  
14 diocesan list on a quarterly basis. Send a complete list of deceased members to provincial  
15 council by the end of January. Update the diocesan Book of Life for display at the annual  
16 convention on Mother Mary's Table.  
17

18 **8.8. Rosary Sunday**

19 The annual Rosary Sunday at Martyrs' Shrine, Midland, ON. Outdoor Mass is celebrated  
20 at 12:00 p.m. at the Polish Altar and Procession of the Blessed Sacrament with the Living  
21 Rosary and Benediction at the Papal Altar. The Knights of Columbus Rosary Planning  
22 Committee invites all levels of the League to lead a decade of the Reflections for the Glorious  
23 Mysteries Rosary during the procession. There is a representative from the national and  
24 provincial council, the diocesan council is represented by the president and Northern regional  
25 chair. The faith chairperson carries the diocesan banner. All parish councils are invited to  
26 attend, carry their council's banner and register to participate in reciting the rosary.  
27

28 **8.9. Evening of Reflection**

29 The Evening of Reflection is held prior to the convention to center everyone through a  
30 spiritual program which may include Mass, prayer service, etc., for a successful  
31 convention.

- 32 a. May be based on the convention theme.  
33 b. The faith chairperson is responsible for planning and organizing the Evening of  
34 Reflection.  
35 c. Invitation is extended to the diocesan spiritual advisor, diocesan executive,  
36 convention chair and co-chairs and sub- committee members, regional chairs, their  
37 sub-committee members, honorary life member and life members.  
38

39 **8.10. Annual Meeting of Members/Convention**

- 40 a. Work with the spiritual advisor and president, prepare the liturgies for the  
41 convention, including prayer services, music, all readings for the opening and  
42 closing Masses, with copies for all readers. Arrange for acolytes if required.  
43 b. Arrange for musicians, cantor, etc. Consult with the convention committee re choice of  
44 music. Arrange for copyright permission for music and/or words well in advance.  
45 c. For the convention package, prepare forms for the spiritual bouquet for the diocesan  
46 spiritual advisor and Book of Life for deceased members.

## 9. SERVICE STANDING COMMITTEE CHAIRPERSON

### Service (Hands That Share) Service to the Church, Canada and the World

#### 9.1 Responsibilities

The general responsibilities for the Service Chairperson are outlined in the *Constitution & Bylaws* (PART XIII: (2), pages 25), and Toronto Diocesan Council executive officers and standing committee chairpersons are on pages 5-6 of this manual. Refer to Appendix P: *Youth Awards Program Checklist*, page 84. Specific duties for the Service Chairperson are as follows:

#### 9.2 Catholic Education

Promote councils' support of their parish schools by encouraging members to:

- a. Attend school board meetings and serve on school boards.
- b. Provide awareness to members to register as an English or French Separate Catholic School supporter on their Tax Bill or Property Assessment Notice or on the Voter Information Card

#### 9.3 Diocesan Youth Scholarships

Organize the St. Michael's College Scholarship and Margaret Ann Jacobs Catholic Children's Aid Foundation Scholarship. More contest guidelines are in the service chairperson active files and on the website. The scholarship recipients are chosen by both organizations who then notify the service chairperson.

- a. Promote the St. Michael's College Scholarship and the Margaret Ann Jacobs Catholic Children's Aid Foundation Scholarship funds in the Toronto Diocesan newsletter and at regional meetings to generate funds to cover the diocesan annual commitment.
- b. Prepare and distribute flyers and a covering letter advertising the scholarship to regional chairs for distribution to parish presidents.
- c. A motion is made at the Spring diocesan executive meeting on the monetary award for both scholarships for the current year.
- d. Invite the scholarship recipients to the Annual Meeting of Members/convention to accept and provide background on themselves, their studies and benefit of the award.
- e. Announce the scholarship recipient in the newsletter article for the Winter issue of the Toronto Diocesan newsletter and is posted on the website.

##### 9.3.1. St. Michael's College Scholarship Fund

- i. Make the following motion: "*That the St. Michael's Scholarship in the amount of \$\_be provided for a Catholic girl entering St. Michael's College, University of Toronto*".
- ii. Notify the Office of Student Awards in September advising them of our intention, stating the amount and that a cheque will follow. In April, the sub-convenor with the approval of the president, will write a letter enclosing the cheque to the Student Awards secretary.

1 **9. SERVICE STANDING COMMITTEE CHAIRPERSON (continued)**

2 **9.3. Diocesan Youth Awards (continued)**

3  
4 **9.3.2. Margaret Ann Jacobs Catholic Children's Aid Foundation Scholarship Fund**

5 This award was formerly known as the Hope for Children Foundation and was renamed  
6 to the Margaret Ann Jacobs Catholic Children's Aid Foundation Scholarship in 2021.

- 7 i. Make the following motion at the Spring executive meeting for the coming  
8 year: "*That \$ be forwarded to Margaret Ann Jacobs Catholic Children's Aid*  
9 *Foundation Scholarship Fund*".

10  
11 **9.4. Diocesan Youth Awards**

12 Organize the diocesan youth awards with more contest guidelines in service chairperson active  
13 files.

- 14 a. The youth award guidelines, applications, rules, and application deadline date are  
15 reviewed and circulated by email to regional chairs at the Fall regional executive or  
16 general meetings.  
17 b. Include the contest deadlines in the Toronto Diocesan Newsletter winter or spring issue.  
18 c. The contests are held in the spring with the winners presented at the Annual Meeting of  
19 Members/convention.  
20 d. Obtain three impartial qualified judges for all awards who judge independently of each  
21 other.  
22 **Note:** If there are no worthy submissions for the three youth awards, no award will  
23 be provided.  
24 e. Obtain the diocesan plaques from the schools of the previous year's winners and have  
25 them, as well as keeper plaques for winners, engraved and ready for presentation at the  
26 convention.

27  
28 **9.4.1. Mary Matthews Public Speaking Award**

- 29 i. Secure a location, making sure that there is a stage for the contestants (if possible)  
30 and a private room for impromptu preparation and for the use of judges. Request  
31 host council to provide refreshments.  
32 ii. The hosting council is reimbursed for the cost of refreshments up to \$100 with  
33 receipts.  
34 iii. Forward form to regional service chair requesting necessary information on the  
35 winners.  
36 iv. Assign and purchase gifts for the three judges and a timekeeper. The maximum \$30  
37 per judge and \$20 for the timekeeper. One judge could be asked for comments.  
38 **Note:** Should any of the above be a CWL member then in lieu of a monetary  
39 gift a Thank You card, or Mass card be considered.  
40 v. Purchase awards and gifts for contestants. The winner receives a personal plaque  
41 and \$100 gift card; the runner-up receives a personal plaque and \$50 gift card. All  
42 other participants receive a \$25 gift card and a participant plaque.  
43 vi. Obtain the diocesan plaques from schools of last year's winners and runners-up.  
44 vii. The diocesan plaques are engraved with the name of the winner/runner-up and are  
45 displayed in their schools during the year.  
46 viii. A letter of congratulation is sent to the winner inviting him/her to attend the  
47 diocesan convention to present his/her winning speech and to receive the engraved  
48 trophy/plaque.

1 **9. SERVICE STANDING COMMITTEE CHAIRPERSON (continued)**  
2

3 **9.4.2. Jean McCann Youth Service Award**

- 4 i. This award is given to a confirmed Catholic youth for dedication and service  
5 within his/her school, the parish community, and the local community.  
6 ii. Circulate applications, rules, and application deadline date to the regional  
7 chairs at the Fall regional executive or general meetings.  
8 iii. Notify the winner by mail with an invitation to the diocesan convention where  
9 the school plaque and a smaller keeper plaque are presented.  
10 iv. Include with the letter a \$100 gift card.  
11 v. Invite a Life Member to present the Jean McCann Youth Service Award at the  
12 convention.  
13

14 **9.4.3. Mary Dobell Pro-life Essay and Poetry Awards**

- 15 i. There are two levels for each award (a potential of 12 awards): Senior: grades  
16 ten, eleven and twelve. Intermediate: grades seven, eight and nine  
17 ii. Each regional chair shall forward the names of first and second place winners  
18 for the region for senior and intermediate levels of both essay and poetry.  
19 iii. Select at least three judges to determine the winners.  
20 iv. From the entries received, choose three in each category: first, second and  
21 third (for a total of 12 possible winners). The winners receive: first place  
22 (\$100), second place (\$50) and third place (\$25).  
23 v. Notify the winners by mail and enclose the gift cards. Invite only the first-  
24 place winner in each category to attend the diocesan convention and receive  
25 their award.  
26 vi. Invite a life member to present the Mary Dobell Pro-Life Essay and Poetry  
27 plaques to the winners at the Annual Meeting of Members/convention.

1 **10. SOCIAL JUSTICE STANDING COMMITTEE CHAIRPERSON**  
2 **Social Justice (Minds That Dare) Actively Involved in Society**  
3

4 In addition to the general responsibilities of the Social Justice Chairperson outlined in the  
5 *Constitution & Bylaws* (PART XIII: (3), pages 25) and Toronto Diocesan Council executive  
6 officers and standing committee chairpersons on pages 5-6 of this manual. Specific duties for  
7 the Social Justice Chairperson are as follows:  
8

9 **10.1 National Indigenous Peoples Day**

10 The first Toronto Diocesan Council recognition of National Indigenous Day was held in  
11 2016. It is scheduled on or close to June 21<sup>st</sup> with a Mass and or a spiritual program  
12 and educational session. The goals are to engage members to use Canada’s National  
13 Indigenous Peoples Day as an opportunity to:

- 14 a. Celebrate the unique heritage and contribution of First Nations, Inuit and Métis  
15 peoples in the development of the country.
- 16 b. Provide insights into the Indigenous Catholic Mass traditions.
- 17 c. To create awareness on issues that are affecting Indigenous Peoples such as health,  
18 access to clean water, education, housing, violence against women, poverty, etc.  
19 towards Truth and Reconciliation.
- 20 d. Study and implement the action plans on existing League resolutions on Indigenous  
21 issues.

22  
23 The diocesan faith and social justice chairpersons lead the planning which may be  
24 in-person or virtual. A budget is set aside to cover the cost of speakers, hall rental  
25 and refreshments as required.  
26

27 **10.2 National Day for Truth and Reconciliation**

28 The Toronto Diocesan Council commemorated the National Day for Truth and  
29 Reconciliation in 2021, the first year the federal government declared it a national  
30 holiday. Regional and parish councils are now encouraged to commemorate and open  
31 attendance to all members within the diocese. The day recognizes the Indigenous  
32 children who never returned home and survivors of residential schools, their families  
33 and communities. The planning may be similar to the National Indigenous Day.  
34

35 **10.3 Resolutions**

36 The diocesan social justice chairperson is responsible for resolutions submitted by the  
37 parish councils. The *Resolutions Handbook* states “A resolution is a motion, in a more  
38 formal structure, that introduces new business to the assembly. Through them, League  
39 policy and position papers may be established, programs planned, or concerns and  
40 views expressed to governments.” *Refer to Appendix. O: Resolutions Checklist, page*  
41 *80.*  
42

43 **10.3.1. Resolutions Duties**

- 44 a. Encourage parish councils to submit resolutions topics throughout the  
45 year and by October 31<sup>st</sup> deadline for consideration for presentation at  
46 the next Annual Meeting of Members/convention.
- 47 b. Chair the resolutions committee, diocesan resolutions meetings and  
48 the resolutions convention dialogue session.

1 **10.3.1 Resolutions Chair Duties (continued)**  
2

- 3 c. Provide report and lead the resolutions business session and submit  
4 post Annual Meeting of Members/convention follow-up.  
5 d. Maintain contact with their provincial counterparts to meet the  
6 resolutions reporting deadlines for resolutions, resolutions binder.  
7 e. Attend the provincial convention in July if resolutions from the  
8 Toronto Diocese are accepted for presentation to provincial assembly.  
9 f. Provide follow-up to diocesan council following the provincial  
10 convention on the outcome of the resolutions and national if the  
11 resolutions are adopted.  
12 g. Keep members informed of resolutions.  
13

14 **10.3.2. Diocesan Resolutions Review Committee**

15 The diocesan resolutions committee consists of the spiritual advisor, president and past  
16 diocesan resolutions chairs under the leadership of the diocesan social justice chair. The  
17 committee:

- 18 a. Review/study all materials submitted by parish councils.  
19 b. Determine which resolutions will be recommended to the diocesan executive for  
20 their approval.  
21 c. To research and recruit a research assistant(s) to collect background information  
22 and facilitate a team to write the resolution.

## **V. APPOINTMENTS**

## 11. Newsletter Editor

The newsletter editor is appointed by the diocesan president to serve a two-year term beginning with the start of the new executive term and may serve a maximum of two terms. The newsletter editor reports to the diocesan president. The newsletter editor will not be a sub-convener of the secretary and is appointed to assist in the preparation and mailing of the newsletter. *Refer to Appendix N for the Newsletter Guidelines, page 85.*

### 11.1 Duties

- a. Attend diocesan executive and AMM/convention meetings but do not vote as the position is not included as a constitutional executive officer or standing chair.
- b. Select a newsletter review committee that should include a life member and an executive that have served on the diocesan executive.
- c. Oversees the annual printing of three (spring, fall and winter) newsletters.
- d. Receive articles from the executive, spiritual advisor and others.
- e. The printer selection requires three quotes as a best practice and approved by the diocesan executive by motion at the start of each executive term.

### 11.2 Responsibilities

- a. Promote annual paid newsletter subscriptions to members and councils.
- b. Ensure that each issue reflects the purpose of the newsletter, includes the content, adheres to the set parameters submission and mailing deadlines dates.
- c. Collate and edit all article submissions for length, duplication, and conflicting information from the executive officers, standing committee chairpersons and other contributors for the three newsletter issues produced annually.
- d. Provide a summary of the newsletter contents at the beginning of each issue.
- e. Review and receive approval from the president before sending each compiled newsletter issue to the printer.
- f. Ensure that the printer has an updated list of paid and complimentary subscriptions list for mailing.
- g. Maintain and report newsletter stats on the current number of subscriptions, cost of mailings, undeliverable newsletters, etc. in executive meeting reports.
- h. Attend diocesan executive meeting but does not vote on motions.
- i. Attend the Annual Meeting of Members/convention as a member delegate unless is accredited in the C&B PART XV: Representation at Annual Meetings of Members, Section I: Delegates
- j. Oversee the newsletter table and other assigned duties during the annual meeting of members/convention.

### 11.3 Purpose of the Newsletter

The diocesan council newsletter includes reports from the executive officers, standing committee chairs, spiritual advisor and info about other diocesan and League events. Three issues are provided in the calendar year which starts in the spring (March-June), fall (September-November) and winter (December-February).

- a. Provide communication from diocesan executive to the parish committee chairs.
- b. Share information and promote special CWL projects.
- c. Raise members' awareness.



## 12. Website

The Toronto Diocesan Council website was launched in 2011. Trinity Web Hosting (TWH) has been the website host since December 2022. They provide services as outlined in the contract based on the purchase package. TWH agrees to conform to website standards, upgrading on a continuum to provide extensive functionality and capabilities.

### 12.1 Website Administrator

The website administrator is a CWL member appointed by the president for the term of office.

#### 12.1.1 Duties

- a. Oversee the management of the diocesan website on behalf of the diocesan council.
- b. Is the direct liaison for council and the website host on updates needed.

#### 12.1.2 Responsibilities

- a. Receive approval from the president if new requests were not previously posted on the website.
- b. Post all approved forms, reports, events, photos, etc. on the website.
- c. Monitor and remove dated items from the website.
- d. Remove personal contact (i.e., emails, home addresses) info from the posted copies of the newsletter.
- e. Post the previous copy of the newsletter once the current one has been circulated.
- f. Retain newsletter on the website for three years with older copies archived.
- g. Acknowledges and responds to website queries.
- h. Cascade website queries to the president, vice president and other members of the executive as addressed.
- i. Checks that items posted do not infringe on copyright.
- j. Encourage the executive and regional chairs to submit items for posting and regularly use the website.
- k. Submit website stats (i.e., visits, unique and total visits and hits, etc.) for executive meetings and summarize for the annual report book.

**Note:** Invoices for services must be sent to the treasurer to ensure payment.

### 12.2 Website Host

The website host is the company that manages the server that stores the diocesan information posted on the website.

#### 12.2.1 Duties

- a. Ensure hosting security measures are maintained.
- b. Ensure that data such as texts, photos, and other files are transferred successfully to the visitors' browsers.
- c. Responsible for keeping the server up and running.
- d. Provide services as per contract and terms.
- e. Ensure that the web software is responsive to the council's requests (i.e., convention forms, etc).

1 **12. Website (continued)**

2  
3 **12.2.2 Responsibilities**

- 4 a. Provide training on the website as required for new web administrators.  
5 b. Provide monthly summaries of stats (i.e., new, unique and total visits, etc.)  
6 c. Respond to website inquiries within 48 hours.  
7 d. Submit payment for hosting and monthly as per terms to the treasurer.  
8

9 **12.2.3 Domain Address**

10 The Toronto Diocesan Council website domain is <https://www.cwltoronto.ca/>  
11 which is managed by a member appointed as the website administrator. The  
12 website will include approved resources for posting to and from the host  
13 provider and the diocesan council. Approval of the president is required for any  
14 new items posted on the website.  
15

16 **12.2.4 Contract**

17 The contract with the host provider must be approved by the diocesan  
18 executive by motion before it is signed by the president. Any fees/charges  
19 (plus taxes) must be pre-authorized by vote of the diocesan council for  
20 executive approval as well as any other modifications not covered in the  
21 maintenance agreement.  
22

23 **12.2.5 Privacy**

24 Before adding any personal information or photos on the website, the  
25 webmaster must obtain written consent from the parties involved.

26 Executive Updates

- 27 a. When there is an executive change, contact persons and email addresses  
28 must be updated with the host provider.  
29

30 **12.2.6 Website Content Guidelines**

31 Only original diocesan resources are posted on the website. Files and resources  
32 from other levels of the League and organizations are not posted on the  
33 diocesan website as they are the owners of their information. A link is provided  
34 to the original source (i.e., national office at [www.cwl.ca](http://www.cwl.ca) or Ontario Provincial  
35 Council at [www.on.ca](http://www.on.ca)). Refer to Appendix R: Website Content Guidelines, page  
36 88.  
37

38 **13. Sub-Committees and Convention Committee**

39 Diocesan sub-committee members are appointed in consultation with the president  
40 following headings in the *Constitution & Bylaws* for a two-year term and shall serve no  
41 longer than four years in the same sub-committee. The diocesan president is an  
42 advisory member of all committees except the nominations and elections committees.  
43

- 44 a. Membership should not exceed 2-3 members in consideration of cost (i.e., travel  
45 expenses for in-person meetings).  
46 b. Cover specific headings under the committee to allow for more in-depth study and  
47 support for the executive.

1 **13. Sub-Committees (continued)**  
2

- 3 c. Members of the committee shall serve in the same term as the chairperson. A second  
4 term may be served at the discretion of the new chairperson and in consultation with  
5 the sub-committee chairperson.  
6 d. Expenses for sub-committee members are included as part of the expenses of the  
7 appropriate chairperson and will be included under her budgetary allowance.  
8

9 **13.1 Convention Committee**

10 The convention committee includes the president, chair and co-chairs, the executive,  
11 regional chairs and various convention sub-committees responsible to plan the Annual  
12 Meeting of Members/convention. The committee hosts 3-4 pre-convention meetings and  
13 one post-convention meeting.

- 14 a. The president appoints a convention chair and co-chairs for the Annual Meeting  
15 of Members/convention during her term.  
16 b. The executive, regional chairs and regions are appointed as convenors for a  
17 convention specific task/activity for the duration of the executive term. See the  
18 Convention Guide.  
19 c. Attendance of the sub-committee members is at the invitation of the chairperson.  
20

21 **13.2 Convention Chairs and Co-chairs**

22 The convention chair and two co-chairs are appointed by the president to assist, the  
23 executive and regional chairs in the overall planning and execution of the Annual Meeting  
24 of Members/convention. The convention chairs and co-chairs provides overall  
25 coordination of the sub-committees and acts as liaison with the hotel for all hotel  
26 arrangements.  
27

28 **Responsibilities**

- 29 1. Ensure the Annual Meeting of Members/convention is properly planned and executed  
30 in consultation with the president and various committee convenors.  
31 2. Oversee the Annual Meeting of Members/convention planning and duties of each of  
32 their assigned convention convenors (the TDC executive, regional chairs and their  
33 committees)  
34 3. Ensure the preparation and distribution of the Annual Meeting of  
35 Members/convention. (president's) packages by Development Day.  
36 4. Serve as liaison with hotel staff and AV personnel.  
37 5. Ensure completed evaluations are reviewed, summarized and taken into consideration  
38 when planning the next convention.  
39 6. Ensure smooth transition and proper turnover of files to the next convention  
40 committee.

## **VI. POLICIES**

1 **14. POLICIES**

2 Policies are established by a motion, duly made, seconded, and adopted, at a meeting of  
3 the diocesan council during each executive term.  
4

5 **14.1. Diocesan Source of Operating Funds**

6 The operating funds for the Toronto Diocesan Council are provided from the collection of per  
7 capita which is included in the parish council membership fee. The current diocesan per capita  
8 fee is \$4 for each paid member in the Toronto Diocese. The diocesan council also generates  
9 funds from nominal fees charged for training events such as Development Day, Annual  
10 Meeting of Members/ convention., voluntary funds and GIC investments.  
11

12 All monies suggested for the executive positions and events are subject to availability of  
13 operating funds which are incumbent on the per capita and generated fees noted above.  
14

15 **14.2. Diocesan Fundraising Events**

16 Special diocesan committees hosting fundraising events such as the 100<sup>th</sup> anniversary  
17 Madonna pin sales, provincial (mugs and photo frames) and national convention (aprons)  
18 must be brought to and approved by motion by the diocesan executive before being  
19 implemented.

20 **Note:** A local municipal license is required for lotteries such as 50/50 draws and an alcohol  
21 license is needed when alcohol is served for price ticketed events.  
22

23 **14.3. E-Transfer/Online Payments**

24 The diocesan council general operating bank account is set up to accept e-transfers or online  
25 payments. Cheques and cash payments (when in-person) are the accepted payments for  
26 regular and fundraising events. The treasurer provides a deposit book to members managing  
27 and collecting funds for events such as Development Day, Annual Meeting of Members/  
28 convention registration and banquet tickets, etc. They are to inform the treasurer immediately  
29 after each deposit is made.

30 **Note:** Members must never accept and deposit council funds into their personal accounts.  
31

32 **14.4. Diocesan Meetings and Special Events**

33 In accordance with the *Constitutional and Bylaws*, **PART XIV, Section 3 (e)** meetings may  
34 be held in-person, virtual or hybrid when circumstances preclude meeting in person.

35 The executive, regional chair, newsletter editor, convention committee chair and co-chairs are  
36 to provide a written and oral report for the meeting by the deadline. Separate agendas and  
37 reports are required for each meeting.

38 **14.4.1 Executive Meetings**

39 Held in September, November, January, March and May or June post-convention.

40 The meetings are attended by the executive, regional chairs, spiritual advisor,  
41 newsletter editor. The newsletter editor does not vote on business matters and  
42 participation in discussions should not influence motions being presented. *Refer to*  
43 *Appendix S: Executive Meeting Written and Oral Reports and Meeting Minutes*  
44 *Guidelines, page 90.*

45 **14.4.2 Convention Meetings**

46 Usually scheduled as above before the executive meeting and includes the  
47 convention chair and co-chairs.

1 **14.5. Seminars**

2 The registration fee for attending a seminar may be covered for the relevant chair and  
3 another executive member if within their position's budget or within the operating budget  
4 by motion. Each case shall be reviewed on its merits at a meeting of the diocesan council.  
5 A brief written report shall be submitted by the committee chairperson who attended.  
6

7 **14.6. Official Dinners or Functions**

8 a. The Cardinal's Dinner / Ordinandi Dinner

9 The president, vice president and the spiritual advisor shall receive complimentary  
10 tickets to attend the Cardinal's Dinner or donations made to the spiritual advisor shall  
11 receive complimentary tickets to attend the Cardinal's Committee if funds are  
12 available. Tickets for other members of the diocesan council who wish to attend will  
13 not be subsidized. The treasurer will order tickets and request receipts for members  
14 who pay their own way.

15 b. Other Functions: Attendance by the president, spiritual advisor and other executive  
16 will be based on budgeted funds.  
17

18 **14.7. Mileage and Travel Expenses**

19 The executive including sub-committee members should neither gain nor lose personally for  
20 incurring expenses on behalf of the Toronto Diocesan Council. Mileage is reimbursed for  
21 individuals using a vehicle for the wear and tear (maintenance) of the vehicle. Taxis and ride  
22 hailing services are reimbursed will not to exceed the normal travel from home to the venue.  
23 As of January 2023, \$0.40 (40 cents) per kilometer shall be paid to the following members:

24 a. All expense claims, with original or scanned receipts, are to be submitted for  
25 reimbursements as occurring or by executive and year end deadlines.

26 b. The diocesan executives are to submit mileage for all authorized diocesan meetings,  
27 membership development events, except the Evening of Reflection and their own  
28 regional meeting. The president is covered for these events.

29 c. Regional chairs will be paid for attending diocesan meetings. This does not include  
30 their own regional meetings or attending meetings in other regions. For other  
31 meetings and events, mileage will be paid to regional chairs out of regional funds if in  
32 compliance with the Region's Policy & Procedure.

33 d. Individuals (i.e., convention co-chairs, leadership course instructors)

34 e. Appointed life members by the diocesan council to attend designated meetings and  
35 events, excluding board meetings, shall be similarly reimbursed at the same rate as the  
36 diocesan executive.

37 f. Bus and train tickets and associated parking tickets are paid for the above individuals  
38 not using a vehicle or if it overlaps with the mileage reimbursement.

39 g. Toll road charges (i.e., 407 or similar) and parking infractions are not reimbursed.  
40

41 **14.8. Accommodation Reimbursement Guidelines**

42 a. For out of town/province destinations where multiple modes of travel are available, the  
43 "lesser of mileage rule" would apply. Where a person would be reimbursed the  
44 equivalent of the lesser cost of choice of travel.

45 b. If one's spouse is accompanying an individual on business, half the room charges and  
46 any other travel room charges for the second person are a personal expense.  
47

1 **14.9. Diocesan Central Storage Locker**

2 The storage locker allows for a central storage area for property, equipment, files and other  
3 archival material owned by the diocesan council. It also safeguards these contents from  
4 being stored and subjected to potential loss in personal residences of members.

- 5 a. Three keys are issued which are held by the treasurer, past president/historian and one  
6 other member of the executive.  
7 b. An annual review must be done by the executive on the cost, location and assess the  
8 feasibility of continuing in the coming year.  
9 c. The treasurer will present annual motions to continue and or change location, make  
10 monthly or 12-month one-time payment for the year to the storage facility selected.

11 **Note:** The current storage location since 2016 is at Public Storage Canadian Properties,  
12 Public Storage Canada P0051, 30 Brodie Drive, Richmond Hill, Ontario, L4B 3K8.  
13

14 **14.10. Diocesan Spiritual Advisor Monthly Mass**

15 **14.10.1 Diocesan Council**

16 The spiritual advisor shall offer a Mass once a month for the intentions of the members  
17 of the diocesan council. A stipend of \$20 per month shall be provided by the treasurer  
18 as requested by the spiritual development chair.  
19

20 **14.10.2 Monthly Mass for Members**

21 With the approval of the diocesan council, the spiritual advisor shall arrange for a  
22 monthly Mass to be said for the intentions of all League members in the diocese. The  
23 amount of the stipend and where it should be sent shall be reviewed annually. *Refer to*  
24 *section 8.2, page 25.*  
25

26 **14.11. Deceased Members**

27 In the event of the death of

28 **14.11.1 Current Diocesan Executive**

- 29 a. The Diocesan council shall send a CWL Mass card to the immediate family in  
30 the name of the diocesan council.  
31 b. The diocesan president or her appointee shall represent the council at the prayer  
32 vigil or funeral.  
33 c. Includes regional chairs and regional spiritual advisors (husband, son, daughter,  
34 siblings, parent, and in-law parent). The diocesan council shall send a CWL  
35 Mass card to the executive member in the name of the diocesan council.  
36

37 **14.11.2 Toronto Diocese Life Member**

38 Diocesan council shall, send a CWL Mass card to the immediate family in the  
39 name of diocesan council, accompanied by a personal note from the president.  
40

41 **14.12. Diocesan Life Members**

- 42 a. Shall receive a complimentary to AMM/convention.  
43 (i) registration shall be complimentary.  
44 (ii) receives an invitation to pre-banquet reception on day two of the  
45 AMM/convention from the president.  
46 b. Shall be called upon as resource persons for leadership courses, Development  
47 Day, parliamentarians, speakers, etc.  
48 c. Shall be reimbursed for expenses incurred (i.e., mileage and travel, training  
49 sessions, committees) when representing the diocesan council and is approved by  
50 the president, treasurer and executive.

1 14.13. **Annual Meeting of Members/Convention Expenses**

2 The Toronto Diocesan council covers the cost for the president, vice president and,  
3 spiritual advisor when applicable for attending the diocesan, provincial and national  
4 convention.

- 5 (i) If flights need to be booked for convention, they need to be booked as early as  
6 possible to get the best price possible. The diocesan covers the cost of the flight  
7 and one checked baggage.  
8 (ii) Not covered are seat selection, travel agency fee, late booking, cancellation, all  
9 travel insurance and extra baggage unless for diocesan purposes.  
10 (iii) If there is a choice to fly or drive, then the lesser amount of the two choices will  
11 be refunded.  
12

13 14.13.1. **National**

14 a. Travel, meals, and accommodation shall be paid for:

- 15 (i) the president (accredited delegate)  
16 (ii) the vice president (accredited delegate) funds permitting.  
17 (iii) the spiritual advisor: for national conventions hosted within Ontario, and once  
18 during his five-year term for an out-of-province national convention.  
19

20 b. The Toronto Diocesan Council will cover:

- 21 (i) a standard room for the Spiritual Advisor.  
22 (ii) a standard room for the president and vice president. If the vice president and  
23 president choose to not share a room, then only their portion of the room  
24 expenses are covered from the Saturday to the Wednesday of the  
25 convention.

26 **Note:** Expenses for accommodation and events for the Annual Meeting of  
27 Members/convention will be covered as follows:

- 28 ■ Accommodation is covered from Saturday night to Wednesday night.  
29 ■ Events are covered for the business days of the convention including closing  
30 ceremony and luncheon.  
31 ■ Events either prior to or after said convention days are considered a personal  
32 choice and will be at their own expense. However, meals for the travel day  
33 home are covered at the per diem amounts for the day.  
34 (iii) The dinner for the Provincial night is covered for the president, vice  
35 president, spiritual advisor up to the per diem cost.  
36

37 14.13.2. **Provincial**

38 The provincial council covers the costs for the diocesan president to attend  
39 provincial Annual Meeting of Members/conventions, fall, winter, pre-and  
40 post-convention meetings.

41 a. Travel, meals, and accommodation shall be paid for:

- 42 (i) the president (over the costs already covered by the provincial council)  
43 (ii) the spiritual advisor.  
44 (iii) two (2) accredited delegates included.  
45 (a) president-elect.  
46 (b) social justice chair or their representatives appointed by the  
47 president.  
48



1 **14.13.2 Provincial Convention Expenses (continued)**

- 2 b. The Toronto Diocesan Council will cover:  
3 (i) a standard room for the Spiritual Advisor.  
4 (ii) a standard room for the vice president and social justice chair. If the vice  
5 president and social justice chair choose to not share a room, then only  
6 their portion of the room expenses are covered from the Saturday to the  
7 Wednesday of the convention.

8 **Note:** Expenses for accommodation and events for the convention will be  
9 covered as follows:

- 10       ▪ Accommodation is covered from Saturday night to including  
11       Wednesday night.  
12       ▪ Events are covered for the business days of the convention  
13       including closing ceremony and luncheon.  
14       ▪ Events either prior to or after said convention days are considered a  
15       personal choice and will be at their own expense. However, meals for  
16       the travel day home are covered at the per diem amounts for the day.  
17 (iii) The dinner for the diocesan night is covered for the vice president,  
18       spiritual advisor and social justice chair up to the per diem cost.  
19  
20 c. For members of the diocesan council, including regional chairs and the  
21       newsletter editor, not already covered as per above and/or not already being  
22       subsidized by their regions or local parishes, to receive \$100 towards their  
23       Annual Meeting of Members/convention expenses.  
24

25 **14.13.3. Diocesan**

- 26 a. The cost of hotel, meals and registration is paid for:  
27       (i) the president  
28       (ii) the spiritual advisor  
29       (iii) the vice president  
30       (iv) the convention chair and two co-chairs  
31       (v) parliamentarian (shares the room with one of the personnel whose  
32       expenses are covered by the diocesan council).  
33  
34 b. The diocesan executive and the newsletter editor to receive \$100 subsidy  
35       towards their accommodation/carparking and food.  
36       **Note:** This subsidy excludes those already covered in section 14.7, page 39.  
37  
38 c. The costs for the provincial president or her representative, if attending  
39       including meals, travel and accommodation is paid for by the provincial council.  
40  
41 d. The costs for the national president or her representative, if attending, including  
42       meals are paid by the diocesan council.  
43  
44 e. The cost of registration is paid for all diocesan executive, including regional  
45       chairs, newsletter editor and life members.  
46  
47 f. For members of the diocesan council, including regional chairs, convention  
48       chair and co-chairs and the newsletter editor, not already covered as per above  
49       and/or not already being subsidized by their regions or local parishes, to receive  
50       \$100 towards their convention expenses.

1 14.14. **Diocesan Convention Banquet Items**

2 Complimentary banquet tickets are issued to the archbishop, bishops, national  
3 president, or representative, provincial president or representative, guest speaker (if  
4 applicable), the diocesan spiritual advisor, the convention chair and co-chairs, the  
5 official convention photographer, press representatives designated by the president (if  
6 applicable), all elected and appointed diocesan executive including regional chairs and  
7 newsletter editor.  
8

- 9 a. Regional spiritual advisors who are covered by their respective regions are  
10 excluded. All other complimentary guests must be pre-approved by the diocesan  
11 executive by motion.  
12  
13 b. The pre-banquet cocktail reception attendance is by invitation only. Invitations are  
14 issued to the archbishop, bishops, national president or representative, provincial  
15 president or representative, honorary life members, life members, guest speaker  
16 (if applicable), the diocesan spiritual advisor, the convention chair and co-chairs,  
17 the official convention photographer, press representatives designated by the  
18 president (if applicable), the diocesan executive, regional chairs and regional  
19 spiritual advisors, newsletter editor and website administrator.  
20 i. President's Term: For the two years during her term, her immediate family  
21 may also be invited to the cocktail hour.  
22 ii. Past President/Historian: For the final year of her term, a guest may be  
23 invited to the cocktail hour.  
24 iii. Vice President: For the year she is being installed as president, her  
25 immediate family may also be invited to the cocktail reception.  
26 c. One banquet ticket is offered at cost to the family and/or friend of the president  
27 during her two-year term and to the vice president in the year of her installation as  
28 president. Cost price to be the amount charged + which includes (base price +  
29 banquet service charge + tax)  
30 **Note:** Complimentary wine during banquet dinner to be limited to two bottles  
31 for one guest table for the president during her two-year term and to the vice  
32 president in year of her installation as president.  
33

34 14.15. **Convention Meal Allowance**

35 Meal allowance will be paid for the president, vice president, spiritual advisor for  
36 conventions and for other executives pre-approved to represent the diocesan council.

- 37 - Breakfast: up to \$15 (with receipts)  
38 - Lunch: up to \$20 (with receipts)  
39 - Dinner: up to \$40 (with receipts).  
40 - Total meal expense per day does not exceed \$75.  
41 - This excludes meals where a ticket has been purchased.  
42

43 14.16. **Hotel Reward Points**

44 Hotel reward points may be awarded by the hotel or conference/convention centre at  
45 the completion of the Annual Meeting of Members/convention. The points reflected on  
46 the contract are awarded to the president as the individual on behalf of council who  
47 signed the contract. These reward points belong to the diocesan council, have no cash  
48 value and are to be used towards future diocesan, provincial or national Annual  
49 Meeting of Members/conventions at the hotel or its affiliated venues.

1           14.17.    **Annual Meeting of Members/Convention**

2           The *Constitution & Bylaw* Part XIV Section 3 (b) requires the diocesan council to meet  
3           in April or May, for the purpose of promoting the Objects and Policy of the League,  
4           planning future programs, receiving annual reports, and the election of officers if  
5           applicable. The *Constitution & Bylaw* Part XIV Section 8 states that Annual Meeting of  
6           Members committees shall be formed as required in accordance with the guidelines in  
7           meeting of members handbooks.

- 8           a.   The Annual Meeting of Members includes the constitutional requirements as noted  
9           above.
- 10          b.   Conventions include constitutional and non-constitutional activities such as guest  
11          speakers, socials such as banquet, excursions, entertainment.
- 12          c.   The hotel selection requires three quotes as a best practice and approved by the  
13          diocesan executive by motion.
- 14          d.   The hotel contract must be approved by the diocesan executive by motion before  
15          the president signs it.

16  
17           14.18.    **Toronto Diocesan Council Annual Convention Guide**

18           The Annual Convention Guide outlines detailed convention responsibilities of the  
19           executive, regional chairs and sub-committees for the executive term. They are required  
20           to attend pre/post-convention meetings and perform their assigned convention duty  
21           during the Annual Meeting of Members/convention. The Annual Convention Guide is  
22           reviewed and updated following each Annual Meeting of Members/convention,  
23           provided to the incoming counterparts and is posted on the diocesan website.

## **VII.REGIONAL GUIDELINES**

1 **15. REGIONAL COMMITTEES (COUNCIL)**

2 The regional committee shall be composed of a chairperson, the presidents of the parish  
3 or diocesan councils concerned, and other members as required. *Constitutional &*  
4 *Bylaws*, PART VIII, Section 6, (b) (iii). The seven regions within the Toronto Diocese  
5 are Durham, Humber Valley, Northern, North York, Peel, Scarborough and Toronto.  
6

7 **15.1 Appointment of Regional Chairs**

8 The regional chairs are appointed by the diocesan president to serve a two-year term.  
9 Ideally 3-4 regional chairs should change each year following the annual convention to  
10 ensure continuity. The regional chairs must be a member in good standing and belong to  
11 a council located within the region's boundaries.  
12

- 13 a. Shall have been a parish council president for one full term and currently not also  
14 serving as a parish council president or term should be ending at end of the year.
- 15 b. Act as liaison between diocesan council and parish council presidents.
- 16 c. Represent parish council presidents on diocesan council.
- 17 d. Attend all diocesan executive and convention meetings.
- 18 e. Attend the Annual Meeting of Members/convention as an accredited delegate as  
19 outlined in C&B PART XV: Representation at Annual Meetings of Members Section  
20 1: Delegates.
- 21 f. Encourage parish council presidents to receive and read the diocesan newsletter and  
22 share all information with their members.
- 23 g. Maintain the dual responsibility of identifying with the needs of parish council and the  
24 responsibility of developing the League in the region as a diocesan/provincial/national  
25 organization.  
26

27 **15.2 Responsibilities of Regional Chairs**

28 Some of the general responsibilities for the Toronto Diocesan Council executive officers  
29 and standing committee chairpersons on pages 5-6 of this manual, may apply to the  
30 regional chairs as members of the diocesan executive.

- 31 1. Appoint past parish council presidents to serve on the regional executive in the  
32 secretary, treasurer, standing committee chairpersons (faith, service and social  
33 justice) positions. The past regional chair/historian and all parish council presidents  
34 are also on the regional executive.  
35 **Note:** There is no vice president at the regional level so a past president is also  
36 appointed by the regional chair to serve as organization/membership who may attend  
37 meetings but does not vote.  
38
- 39 2. Be one of the signing officers with the secretary and treasurer for the region. Be  
40 knowledgeable of the region's Financial Policy Section 18, Page 55.  
41
- 42 3. Attend all diocesan executive, Annual Meeting of Members/convention and  
43 resolutions meetings (5-6 per year) which are generally held on the same day.  
44
- 45 4. **Note:** The regional chairs have full voting privileges as members of the diocesan  
46 council.

1 **15.2. RESPONSIBILITIES OF REGIONAL CHAIR (continued)**  
2

- 3 5. For each diocesan and regional meeting submit a report of the work done in the region  
4 - special regional projects, dates, and results of regional public speaking contest, items  
5 of special interest, concerns, and results of these projects.  
6 **Note:** It is important to report only on duties carried out as regional chair or by the  
7 region. Work accomplished by the parish councils will be contained in the committee  
8 chairs' reports.  
9
- 10 6. Perform assigned convention committee duties for the Annual Meeting of  
11 Members/convention as per the diocesan Convention Guide. Give an oral report during  
12 the Annual Meeting of Members/convention in their final year as regional chair.  
13
- 14 7. Use League resource materials *Constitution & Bylaws*, national and diocesan Manuals  
15 of Policy and Procedures, Executive Handbooks, The Canadian League magazine,  
16 diocesan and provincial newsletters, tool kits, reports, websites, past files, etc.  
17
- 18 8. Convene two regional executive meetings and two regional general meetings per year  
19 (fall and spring). A third meeting or event may be held in the winter. *Refer to*  
20 *Regional Meetings, Section 17, pages 53.*  
21 a. Work with the secretary to send notices of general regional meetings with  
22 directions and map to diocesan executive, regional executive, parish  
23 council presidents and spiritual advisors.  
24 b. Advise diocesan president on the date and place of regional executive  
25 meetings, as she may wish to attend.  
26 c. Send diocesan president a copy of the minutes of both the regional  
27 executive and general meetings as soon as possible.  
28 **Note:** The rest of the diocesan executives do not need a copy of the minutes.  
29
- 30 9. Maintain close contact with parish council presidents; attend social events when  
31 possible. Encourage all parish executive members to attend regional meetings.  
32
- 33 10. Ensure that all members of the regional executive have a subscription to the diocesan  
34 newsletter, as well as copies of the executive handbook for their executive and  
35 regional guidelines pertaining to their standing committees.  
36
- 37 11. Work with the regional secretary to maintain and forward list of parish council  
38 presidents, spiritual advisors and treasurers with complete mailing and email addresses,  
39 postal codes, and telephone numbers, to diocesan secretary as councils hold elections  
40 and as changes occur during the year.  
41 a. At the formation of the new regional executive following conventions,  
42 send new regional executive list to the diocesan secretary.  
43 b. Provide the diocesan president with regional information on request.  
44
- 45 12. Work closely with the leader(s) of regional Leadership and Public Speaking Course and  
46 Parish Executive Training (PET).

1 **15.2. RESPONSIBILITIES OF REGIONAL CHAIR (continued)**  
2

- 3 13. Promote diocesan, provincial, or national projects in the region and report reaction and  
4 results of these projects.  
5  
6 14. Encourage regional standing committee chairpersons to be in contact with their  
7 respective parish and diocesan chairs.  
8  
9 15. On request, advise diocesan president regarding persons qualified to succeed you in  
10 office. Do not contact these people personally.  
11  
12 16. Advise diocesan spiritual advisor the date of the regional spiritual advisor's conclusion  
13 of office. The term of office for a spiritual advisor may be three to five years.  
14  
15 17. Regional Chair's Pin and Regional Bar  
16 Each region should keep in its possession a CWL president's pin and regional bar to  
17 be presented to an incoming regional chair. On completion of her term of office, the  
18 regional council would then present the outgoing chair with a new regional bar which  
19 would be attached to the outgoing chair's own personal past president's pin.  
20

21 **15.3 Regional Spiritual Advisor**

22 The regional spiritual advisor is appointed by the diocesan spiritual advisor upon  
23 approval of the Bishop of Lay Associations. They may serve three to five years if still  
24 assigned to a parish within the region. *Refer to Regional Mass Guidelines, Section 18,*  
25 *page 55 and Appendix N: Regional Mass Checklist, page 79.* The regional spiritual  
26 advisor is responsible to:

- 27  
28 a. Attend the regional executive (if available) and general meetings in the spring  
29 and fall.  
30 b. Assist and participate in the winter regional event which may include a Mass,  
31 meeting or social event.  
32 c. Assist the regional chair, the faith standing committee chairperson, diocesan  
33 spiritual advisor with the planning for the Mass at the spring and general  
34 meetings. Review the readings and reflections for all regional meetings and with  
35 the regional chair assigned readers.  
36 d. Preside at the celebration of the Mass at the spring and fall general meetings.  
37 When possible, concelebrate the Mass with the diocesan spiritual advisor as well  
38 as the local pastor and other spiritual advisors who may be present. *Refer to*  
39 *Appendix F, Regional Mass Guidelines, page 53.*  
40 e. Work with the regional chair and the past regional chair to finalize the  
41 installation/reaffirmation ceremony of the regional executive at the fall general  
42 meeting Mass.  
43 f. Provide a welcome greeting during the regional meeting and a dismissal  
44 blessing at the end of the meeting but no report is needed.  
45 g. Attend the Annual Meeting of Members/convention business session (as  
46 available) and banquet with the regional chair.

1 15.4 **Responsibilities of Regional Executive Officers and Standing Committee**  
2 **Chairpersons**

3  
4 The regional executive officers and standing committee chairpersons are to use the  
5 various League resources outlined on pages 5-6 of this manual to assist in understanding  
6 and completing their assigned responsibilities. They work closely with their regional  
7 chair and diocesan counterpart as the direct liaison with their parish council counterpart.  
8 They circulate promptly on receipt of information and undertake the work of diocesan,  
9 provincial and national levels of the League.

10  
11 15.5 **Regional Secretary**

12 The regional secretary is responsible:

13 a. Be one of the signing officers with the president and treasurer for the region.

14 *Refer to Regional Financial Policy, Section 16, page 52.*

15 b. Regional Lists

16 i. Remind parish council secretaries to complete the Parish Information Form,  
17 Appendix L, page 77 with any changes to their information.

18 ii. Prepare and maintain a list of the regional executives which includes the  
19 executive officers, standing committee chairpersons, spiritual advisor. The  
20 list is to contain the names, email and mailing addresses, postal codes and  
21 telephone numbers of the presidents, treasurers, spiritual advisors of all  
22 councils in the region, and submit to the diocesan secretary prior to the  
23 post/convention meeting.

24 iii. Circulate the updated list of the diocesan executive as received from the  
25 diocesan secretary and the regional chair.

26 c. Meetings

27 i. With the regional chair's approval, prepare an agenda for the regional  
28 executive and general meetings.

29 ii. Record minutes of regional executive and general meetings.

30 iii. Forward copy of minutes to the regional executive, parish council presidents  
31 and diocesan president.

32 iv. Maintain the motion book up to date by inserting the motions made at the  
33 most recent meetings.

34  
35 d. Regional Communications

36 i. Respond to correspondence as directed by the regional chair.

37 ii. Inform regional executive, parish council presidents, parish spiritual  
38 advisors and diocesan executive of date and place of spring and fall  
39 regional general meetings - include directions and map.

40 iii. Inform regional executive, parish council presidents, diocesan president and  
41 all spiritual advisors of date and place of regional executive meetings.

42 iv. Publicize regional meetings, public speaking contest, pro-life awareness  
43 contest, service award for youth and special events in local papers and/or  
44 Catholic press. Also encourage parish standing committee chairs to  
45 publicize all functions in their local papers.

46 v. Remind parish council standing committee chairpersons to publicize  
47 regional events in their parish bulletins.



1 **15.5 Regional Secretary (continued)**  
2

- 3 vi. Retain minutes and motion books and when five years and older give to  
4 past regional chair/historian for archiving.  
5

6 **15.6 Regional Treasurer**

7 The regional Treasurer is responsible for:

- 8 a. *Refer to Regional Financial Policy, Section 16, page 52.*  
9 b. Open regional account with a bank convenient to you.  
10 c. Obtain signature cards for three (3) signing officers: chair, secretary, and  
11 treasurer. Cheques to be signed by any two (2) of these officers.  
12 d. Receive and deposit regional dues from the parish councils.  
13 e. Pay all expenses upon receipt.  
14 f. Present an oral and written financial statement at all meetings and an annual  
15 report for spring regional meeting.  
16 g. Provide an annual financial statement to the diocesan executive for the spring  
17 meeting.  
18 h. Prepare an annual Financial Statement as per the C&B PART XIV, Section 10:  
19 Financial Statements.  
20

21 **15.7 Regional Standing Committee Chairpersons**

22 Specific duties for the regional standing committee chairpersons are as follows:

- 23 a. Appoint sub-committee members where necessary. Be aware that parish council  
24 chairpersons are part of your committee.  
25 b. Encourage all councils to have standing committee chairs.  
26 c. Promote all aspects of each standing committee as outlined in the *Handbook for*  
27 *Chairpersons*.  
28 d. Promote diocesan, provincial and national communique and projects related to  
29 your standing committee chairpersons.  
30 e. Be knowledgeable of the standing committee.  
31 f. Keep files in order and readily available for your successor.  
32 g. Attend all regional executive and general meetings and submit written reports of  
33 work accomplished. Submit annual report at spring regional executive meeting.  
34 **Note:** Approval of the regional chair is necessary before issuing any  
35 communications or communique to parish council presidents - other than from the  
36 diocesan level.  
37

38 **15.8 Regional Faith Standing Committee Chairperson**

39 The regional Faith Chairperson is responsible:

- 40 a. The faith standing committee chairperson will work with regional chair and priest  
41 of the host council to and make arrangements for the regional spiritual advisor to  
42 celebrate the Eucharist preceding the regional general meetings. *Refer to*  
43 *Regional Mass Guidelines, Section 18, page 55 and Appendix N: Regional Mass*  
44 *Checklist, page 79.*  
45 b. Prepare readings and reflections for all regional meetings and with the regional  
46 chair assigned readers.  
47 c. Promote the World Day of Prayer in churches and schools.

1 **15.8 Regional Faith Standing Committee Chairperson (continued)**  
2

- 3 d. Promote the Bishop Pappin Memorial Bursary Fund, the Ontario Provincial CWL  
4 Voluntary Fund which provides financial assistance to seminarians throughout the  
5 Province of Ontario.  
6

7 **15.9 Regional Service Standing Committee Chairperson**

8 The regional Service Chairperson is responsible:

- 9 a. Regional public speaking contest (*Refer to Diocesan Youth Scholarships, Section*  
10 *9.3, page 27 and Diocesan Youth Awards, Section 9.4, page 28 and Appendix P:*  
11 *Youth Awards Program Checklist, page 79.* Arrange a place for the contest;  
12 obtain all judges, awards, etc. Send letter of appreciation to host council and/or  
13 pastor.  
14 b. Manages the regional pro-life awareness poetry and essay contest and promoting  
15 the Jean McCann Youth Service Award.  
16 c. Promote contributions to St. Michael’s Scholarship Fund and the Margaret Ann  
17 Jacobs Catholic Children’s Aid Foundation Scholarship Fund, National Bursary  
18 Funds and Coady International Institute.  
19 d. Promote health issues such as wellness and sickness/disease, environment,  
20 genetics.  
21 e. Promote effective parenting courses, marriage preparation training, etc., region  
22 and diocese.  
23

24 **15.10 Regional Social Justice Standing Committee Chairperson**

25 The regional social justice chairperson is responsible:

- 26 a. Promote pro-life activities in the region and diocese through the executive and  
27 parish council social justice chairpersons.  
28 b. Promote awareness of the issues of dignity and rights of persons, developing  
29 countries.  
30 - Social and economic justice, refugees, immigration, and citizenship  
31 - Canadian Catholic Organization for Development and Peace (CCODP)  
32 c. Regional Resolutions: Set up a committee of parish council standing committee  
33 chairs and interested members to address issues of concern to members.  
34

35 **15.11 Past Regional Chair/Historian**

36 The regional Past Regional Chair/Historian is responsible:

- 37 a. Encourage parish council past presidents to prepare a history of their terms as  
38 presidents.  
39 b. Keep records, any scrapbooks (photos, news clippings, etc.) of regional activities  
40 and history of the region in a safe place and record the location of the files in the  
41 regional minutes.  
42 c. Update the regional Manual of Policy and Procedure.

1 **16. REGIONAL FINANCIAL POLICY**

2  
3 **16.1 Regional Dues**

4 Only parish council presidents vote on financial matters including the regional budget.  
5 Each region set the regional dues paid by the parish councils within their region by  
6 motion and vote of the parish council presidents within each region. They are to advise  
7 the diocesan president and treasurer of an increase/decrease in their regional dues.  
8

9 **16.2 Mileage, Travel and Administrative Expenses**

10 **16.2.1. Regional Chair**

11 Mileage, bus, train tickets and parking tickets (not traffic infractions) incurred by  
12 the regional chair to attend all official Toronto diocesan meetings, including the  
13 AMM/convention and Development Day, shall be covered by the Toronto diocesan  
14 council.

15 **Note:** The Toronto Diocesan Council does not cover the regional chair for:  
16 mileage to attend her own or other regional meetings or to attend the Evening of  
17 Reflection

18 **Note:** The regional council covers the cost of the regional spiritual advisor  
19 banquet ticket.  
20

21 **16.2.2. Regional Executive**

22 Mileage expenses, travel for the regional executives shall be paid for by the region,  
23 funds permitting.  
24

25 **16.2.3. Regional Spiritual Advisor**

26 An annual stipend in lieu of expenses shall be paid to the regional spiritual advisor  
27 by the region, funds permitting.  
28

29 **16.3 Convention Banquet Ticket**

30 The cost of the banquet ticket for the regional chair shall be covered by the Toronto  
31 Diocesan Council.  
32

33 **16.4 Regional Projects**

34 Regional projects should be encouraged to draw the region together but should not  
35 detract from the League projects. The regional chair is to check with the diocesan  
36 council when planning and scheduling projects to minimize conflict with dates, other  
37 projects, meetings, etc.

1 **17. REGIONAL MEETINGS**

- 2 a. Regional executive meetings may be held in-person, virtual or hybrid at the
- 3 discretion of the regional chair and the regional executive and parish council
- 4 presidents.
- 5 b. The date for the spring and fall general meetings must be done in consultation
- 6 with the diocesan president and spiritual advisor and regional spiritual advisor.
- 7 c. All general regional meetings shall begin with the celebration of Mass and allow
- 8 for a social period.
- 9 d. The regional general meetings program must be reviewed with the diocesan
- 10 president for approval.
- 11 e. Councils are encouraged to attend regional meetings and reschedule their meetings
- 12 or send members to represent them if there are conflicts with the dates.

13  
14 **17.1 Regional Executive Meetings**

15 Should be held at least two weeks prior to the spring and fall general meetings.  
16 They are held in preparation of the regional general meetings to discuss regional  
17 business, report on the diocesan executive meetings attended and share diocesan  
18 updates and initiatives. It is important that time be allowed for parish presidents to  
19 discuss their initiatives and concerns.  
20

21 **17.2 Regional General Meetings**

22 Mass	Usually begins at 7:00 or 7:30 pm (or as scheduled)
23 Refreshments/Social	Allow for 15 to 20 minutes.
24 Meeting	To begin immediately following the Social

25  
26 The League Prayer, a scripture reading, and a short reflection is done by the faith  
27 chairperson. The adjournment of the meeting should be followed by a final prayer (i.e.,  
28 Our Lady of Good Counsel or Prayer for Vocations etc.) and the communal blessing by  
29 the spiritual advisor(s) present. See Regional Mass Guidelines (page 56) and Suggested  
30 Regional Meeting Format (page 54).  
31

32 **17.3 Fall Regional General Meeting**

33 The fall regional general meeting is held to present the regional chair’s annual report  
34 and to receive written reports from the regional executive and the parish council  
35 presidents. Council presidents shall be advised to prepare an oral report on one major  
36 highlight of the current year. Handouts provided by the diocesan council should be  
37 given to the regional chairs prior to the regional executive meetings. The diocesan  
38 president and diocesan spiritual advisor shall provide a written report and give an oral  
39 report.  
40

41 **17.4 Winter Regional Meeting/Event**

42 The winter meeting/event is optional and entirely up to the region to have it or not.  
43 However, it is advisable for the development of the League, and to maintain  
44 communication. The format of this meeting is left to the discretion of the regional  
45 chair. The diocesan executive will not be in attendance, except for those residing in  
46 the region. This is the only regional meeting where a speaker may be invited.  
47 Several regions take this opportunity to offer a spiritual program or retreat.

1     **17.5 Spring Regional General Meeting**

2     The spring regional general meeting is held to provide current information from the  
3     diocesan council. The diocesan president, spiritual advisor vice president gives reports  
4     at this meeting. Convention convener(s) shall also give an oral report.  
5

6     **17.6 Suggested Regional General Meeting Format**

- 7     a. The meeting shall not last more than approximately 90 minutes.  
8     b. The head table should include the regional executive, regional spiritual advisor, the  
9     diocesan president and spiritual advisor, and any other special guest.  
10    c. Any other persons of special accomplishment - life members, visiting clergy, visiting  
11    dignitaries - should be acknowledged by the regional chair or the diocesan president.  
12    d. A table may be set up to distribute information from the diocesan and regional  
13    executives to all parish presidents in the region.  
14

15    **17.7 Meeting Agenda**

- 16    (i) Regional Chair's Welcome  
17    (ii) Land Acknowledgement  
18    (iii) Scripture Reading and Reflection  
19    (iv) Introduction of Regional Executive (individually)  
20    (v) Introduction of Diocesan Executive (done by the diocesan president)  
21    (vi) Adoption of the Agenda  
22    (vii) Roll Call of Parishes  
23    (viii) Adoption of Minutes  
24    (ix) Treasurer's Report  
25    (x) Council Presidents' Report (oral highlight reports/fall meeting)  
26    (xi) Diocesan president's report  
27    (xii) Diocesan spiritual advisor's remarks  
28    (xiii) Diocesan vice-president report (spring meeting)  
29    (xiv) Diocesan convention chair's report (spring meeting)  
30    (xv) Adjournment  
31    (xvi) Closing prayer and combined dismissal blessing by the clergy

## 18. REGIONAL MASS GUIDELINES

The regional faith chairperson working with the regional chair is responsible for making the arrangements for the celebration of the Mass for regional general meetings. All plans shall be approved by the regional chair, regional spiritual advisor, host pastor and the diocesan spiritual advisor. Any concerns should be addressed to the diocesan president. (See Regional Mass Checklist- Appendix K)

### 18.1 Mass Responsibilities

1. The regional spiritual advisor will preside at the celebration of the Mass. When possible, the diocesan spiritual advisor will concelebrate, as well as the local pastor and other spiritual advisors who may be present.
2. The presiding celebrant should be asked to deliver the homily.  
**Note:** If the regional spiritual advisor celebrant gives the homily at the Eucharist, he should not be asked to speak again at the meeting, other than to give greetings or to lead in a prayer.
3. At the time the Mass is scheduled, the host parish should ensure that the church is reserved for a full 90 minutes: 30 minutes prior to the beginning of Mass, 30-45 minutes for the Mass and 15 minutes for clean-up time.
4. Whenever possible, music should be provided with a musician, choir and/or cantor to lead the congregation. The hosting parish should be invited to assist first. If one is not available, the regional chair should ask the hosting pastor's permission to invite an alternate.
5. The following is a basic program for liturgical music.
  - a. Processional Hymn.
  - b. Responsorial Psalm/Response
  - c. Gospel Acclamation (always sung).
  - d. Communion Hymn
  - e. O Canada (always sung) immediately prior to the Recessional Hymn. Hymns used should be well known and for the liturgical season.
6. Mass Participation  
Invite members to (a) proclaim the readings; (b) compose and read the prayers of general intercession; (c) present the gifts at the Offertory. All levels of the CWL should be represented in the foregoing. *Refer to Faith Chairperson, 15.8, page 51.*
7. Installation or Reaffirmation of Regional Officers
  - a. Done at the Fall regional general meeting.
  - b. The past regional chair works with the regional chair and spiritual advisor to finalize the installation/reaffirmation ceremony.  
**Note:** The installation/reaffirmation ceremony is done after communion and before the dismissal blessing for less disruption with eucharistic celebration.

## **VIII. APPENDICES**

<b>Appendix Reference No.</b>	<b>Document Name</b>
Appendix A	General History of the Toronto Diocesan Council
Appendix B	Presidents of Toronto Diocesan Council
Appendix C	Diocesan Elections Procedures
Appendix D	Rules for Election of For the Toronto Diocesan Council
Appendix E	Police Records Check (PRC) Process
Appendix F	Police Records Check Declaration Form
Appendix G	Parish Council Elections
Appendix H	Moira Ste. Marie Memorial Lecture Series
Appendix I	Patricia Beattie Mentoring Award Criteria
Appendix J	Patricia Beattie Mentoring Form
Appendix K	Diocesan Secretary Monthly Activities
Appendix L	Parish Information Form
Appendix M	Spiritual Advisor's Convention Guidelines
Appendix N	Regional Mass Checklist
Appendix O	Resolutions Checklist
Appendix P	Youth Awards Program Checklist
Appendix Q	Newsletter Guidelines
Appendix R	Toronto Diocesan Website Guidelines
Appendix S	Executive Meetings Written/Oral Report and Meeting Minutes Guidelines
Appendix T	Executive Meeting Written and Oral Reports Template



## **History of the Toronto Diocesan Council The First 100 Years (1921-2021)**

The Toronto Diocesan Council of the Catholic Women's League of Canada was formed during the First National Convention, held in Toronto on June 3, 1921. Mary McMahon was elected the first president, and His Grace Archbishop Neil McNeil became the spiritual director.

1939 to 1945 were war years. The main efforts of the CWL were in aiding the work of the Catholic Women's War Services Committee. Red Cross and War Service groups were organized throughout the archdiocese and much money was raised, donated and spent during these years. During the Canadian National Exhibition in 1941, Catholic Women's League members participated daily in the program carried on in the War Wing of the Women's Building, where sewing was done for residents of the bombed cities of Britain.

The Silver Jubilee Convention of the Toronto Archdiocesan Council was held in 1945 at the King Edward Hotel.

In the late 1940's, Mary Cobham recognized the importance of sponsoring a public speaking contest for the children of her parish school, Our Lady of Sorrows. This was the forerunner of the Archdiocesan Public Speaking Contests.

In 1957, the CWL sponsored a leadership course held at St. Michael's College under the convenorship of Mary McDonald. Following the success of this course, a leadership course for members was created by Mary McDonald and Mary Dobell for members of the Toronto Archdiocese. This became the course used at both provincial and national levels.

During this period, parish subdivisions became known as parish councils and in the Toronto Archdiocese, councils were divided into eight regions: Durham Southwest, Humber Valley, North York, Northern, Peel, Scarborough, Toronto and York County.

The Golden Jubilee National CWL Convention was held at the Park Plaza Hotel in Toronto in 1970. Walk for Peace raised \$10,000.00 for Development and Peace.

By the end of the 1970's, 98 councils were registered. North York and York County regions were combined, and the regions were reorganized to form seven: Durham Southwest, Humber Valley, North York, Northern, Peel, Scarborough and Toronto.

The Year of the Great Jubilee! The League in Toronto celebrated the 80th anniversary of the national Catholic Women's League.

The Ordinandi Dinner Committee invited the CWL to partner with Serrans for the annual Ordinandi Dinner in the year 2000 (as a good way to start the new millennium!!).

80th Anniversary of Toronto Archdiocesan CWL Council was celebrated in 2001 a time capsule was collected with contributions from the diocesan and parish councils then sealed to be opened at the 100<sup>th</sup> anniversary in 2021.

A new national theme The Open Door encouraged us to move into the future with grace and courage.

A CWL Time Capsule was chosen as a special project to celebrate the 80th Anniversary of the Catholic

Women's League in the Archdiocese of Toronto.

World Youth Days were a major focus during 2002. Members participated in every aspect of this great event. They volunteered in all areas as organizers, hosting families, food services and delivery, traffic, direction, hospitality, chaperones or greeters.

White Ribbons Against Pornography (WRAP) Campaign introduced a preprinted four-inch-wide ribbon in 2002.

Patricia Beattie Annual Memorial Mentoring Award was introduced in 2005 and Moira Ste. Marie, Toronto Archdiocesan Past President (1991-1993) was the first winner.

The Toronto Diocesan Council launched the Moira Ste. Marie Memorial Lecture Series in honour of Moira Ste. Marie in 2014.

St. John's Council, Toronto Region, hosted the Toronto Diocesan Council's First Aboriginal Day Mass in response to League resolutions on Aboriginal issues in June 2016. The theme *In the Spirit of Reconciliation and Unity*.

St. Francis Xavier Council, Peel Region, started the first Catholic Girls' League in the Toronto Archdiocese in October 2010 and officially recognized under the Youth Ministry of the parish.

A Toronto Diocesan Website - [www.cwltoronto.ca](http://www.cwltoronto.ca) was launched in 2011.

The COVID-19 pandemic was declared in Ontario on March 17, 2020, which resulted in lockdowns, initial cancellations of Masses and meetings followed by modified reopening based on the COVID variants.

The 99th Toronto Diocesan Annual Convention was cancelled. The National's 100th Anniversary Convention, which was to be held in Montreal, was also cancelled.

The Toronto Diocesan Council hosted a virtual celebration, in recognition of the National 100th Anniversary on June 17th, the exact anniversary date.

The Toronto Diocesan Council held our 99th and 100th Annual Meeting of Members on May 15, 2021, using a hybrid format of in-person and virtual with 287 members in attendance and the first time this format was used.

The Toronto Diocesan Council 100th Anniversary Celebration was held virtually on June 3, 2021, which was exactly one hundred years to the day of our activation.

The Centennial Anniversary Mass was held at St. Michael Cathedral Basilica on October 7, 2021. The Luminous Mysteries of the Rosary was said by the regional chairs before Mass. Bishop Robert Kasun was the celebrant. Msgr. Patrick O'Dea and past diocesan spiritual advisors concelebrated, and Deacon David Quail was the deacon. There were 100 in-person due to the COVID-19 restriction attendance and over 1,700 views for the livestreamed Mass.

Excerpted from the Toronto Archdiocesan Council History Books (1921-2001) and (2001-2021)

## Appendix A: History of the Toronto Diocesan Council

**TORONTO DIOCESAN COUNCIL**  
**The Catholic Women's League of Canada**

<b>Year</b>	<b>President</b>	<b>Year</b>	<b>President</b>
1921-1923	Miss Mary McMahan	1973-1975	Kay Farragher
1923-1925	Mrs. James Battle	1975-1977	Mary F. Keating
1925-1927	Mrs. W.M.H. McGuire	1977-1979	Margaret Tipping*
1927-1929	Mrs. Joyce Keenan**	1979-1981	Loretta Casciato
1929-1930	Mrs. W.F.B. Parsons	1981-1983	Marie Cloutier
1930-1932	Miss Florence Boland**	1983-1985	Joan Hastie*
1932-1933	Miss Tess McKeague	1985-1987	Peggy Nastasiuk*
1933-1935	Miss Mary McMahan	1987-1989	Josephine Covelli
1935-1937	Mrs. A.J. McDonagh	1989-1991	Betty Anne Brown Davidson**
1937-1939	Mrs. Helen Walker	1991-1993	Moira Ste. Marie
1939-1941	Mrs. J.B. Marion	1993-1995	Patricia Beattie*
1941-1943	Mrs. F.W. Addison	1995-1997	Dorothy McGuigan*
1943-1945	Miss Mary Irene Foy	1997-1999	Margaret Ann Jacobs**
1945-1947	Mrs. Peter Heenan	1999-2001	Karen Lawless
1947-1950	Mrs. M.F. Lamey	2001-2003	Mary Ellen Stinson
1950	Mrs. Frank Guilfoyle	2003-2005	Celestine Hall
1950-1953	Mrs. Mae Knope	2005-2007	Patricia Cross
1953-1955	Mrs. Gladys O'Shea	2007-2009	Carole Pitcher
1955-1957	Mrs. Evelyn Markle*	2009-2011	Marlin Taylor
1957-1959	Mrs. Doris Davis*	2011-2013	Mary Hawkley
1959-1961	Miss Mary Dobell*	2013-2015	Mary Capobianco
1961-1963	Mary Cobham	2015-2017	Shirley Christo
1963-1965	Dorothy Donovan	2017-2019	Ann D'Souza
1965-1967	Mary Matthews**	2019-2022	Hilarion Mitchell
1967-1969	Vera Begin	2022-2024	Sue Lubowitz
1969-1971	Estelle Tipping	2024-2026	Kate O'Quinn
1971-1973	Jean McCann		

\* **Provincial Presidents**

\*\* **National Presidents**

Appendix B: Presidents of the Toronto Diocesan Council

**THE CATHOLIC WOMEN'S LEAGUE OF CANADA  
TORONTO DIOCESAN COUNCIL  
ELECTIONS PROCEDURES**

1. The president shall appoint a member who is not a candidate for office to be secretary of elections.
2. The president shall remain in the chair during the election procedure.
3. The past president who is the chair of the nominations and elections committee conducts the election.
4. Prior to voting, the assembly is called to prayer. Quiet should be maintained during the elections.
5. Voting delegates will vote at the same time and will be seated in such a way as to ensure balloting secrecy.
6. The ballots shall be counted by members of the nominations and elections committee and the spiritual advisor.
7. Prior to the election, the nominations and elections committee shall post a complete list of officers and the name of candidates for each office (or provide copies of the list for the delegates). This list is kept in confidence until posting/distribution time.
8. Following posting/distribution of the candidates list, the chair will introduce candidates who are present.
9. The chair explains the voting procedure:
  - a. Instructed vote - applies to the first ballot only. On the first ballot, the voting delegate must vote for her council's nominees as previously determined by the council executive. *C&B PART XVI – Section 5(a)*
  - b. If the voting delegate does not have an instructed vote from the executive, she forfeits her privilege to vote on the first and all subsequent ballots for that position. *C&B PART XVI - Section 5(b)*  
If she is unsure about her council's nominee, the chairperson will provide a copy of her council's nomination form.
  - c. Voting will be by ballot. If there is only one candidate for an office, approval shall be by motion to declare the candidate elected. *C&B PART XVI, Section 5(c)*.  
If there is no majority on the first ballot, then the voting delegate is free to vote for the nominee of her choice in succeeding ballots.
  - d. A member may be a candidate for more than one office. When elected to an office, her name shall be removed from the candidates list for the other offices. Voting delegates are then released from their instructed vote.

Appendix C: Diocesan Election Procedures

## Toronto Diocesan Council Elections Procedures

- e. Election of officers shall be by MAJORITY vote.
  - i) When a majority vote (more than half) has been obtained on the first ballot, the successful candidate shall be declared elected by the chair.
  - ii) When no majority vote has been obtained on the first ballot, a second ballot is required. The Voting Delegates will show the results of the instructed vote prior to the second ballot.
  - iii) If the second ballot does not result in a majority vote, the result of this ballot (second) will be shown to the voting delegates prior to the third ballot.
  - iv) If three ballots fail to produce a majority vote for one candidate, then the candidate receiving the highest number of votes shall be declared elected. In the event of a tie vote on the third ballot, fourth ballots, using only the names of the tied candidates, will be taken. *C&B PART XVI - Section 5(d)(i)*
  - v) Election of standing committee chairs shall be by PLURALITY vote. *C&B PART XVI - Section 5(d)(ii)*
  - vi) The elections chairperson announces the number of standing committee chairs (three) required to be elected.  
**Note:** chairpersons are not elected to a specific standing committee.
  - vii) If only the required number candidates are standing for the office of standing committee chair, approval shall be by motion to declare the candidates elected. *C&B PART XVI – Section 5(c)*
  - viii) Voting delegates are asked to write the names of the candidates for whom they had an instructed vote. Discrepancy in the required number results in a spoiled ballot.
  - ix) The chair declares elected those candidates who receive the highest number of votes. The names of the successful candidates are to be announced in alphabetical order.
  - x) In the event of a tie involving the final position(s) of the required number, balloting shall continue until the numbers of candidates are elected. *C&B PART XVI - Section 5(d) (ii)*
- 10. When results of the election have been duly recorded, a motion is made to destroy the nomination forms and the ballots. The nominations and elections committee are then dissolved.
- 11. The newly elected officers are introduced by the outgoing past president.

**TORONTO DIOCESAN COUNCIL**  
**RULES FOR ELECTION OF OFFICERS**

1. It is requested that during the election process members pray in the silence of their own hearts for one another and for the League.
2. The Diocesan election is conducted according to *C&B Part XVI, Section 5*.
3. The president shall remain in the chair to preside over the convention, which is still in session. At the request of the president, the elections chairperson provides a brief overview of the election procedure and introduces the candidates for office.
4. A complete slate of candidates shall be posted at the commencement of elections.
5. The voting delegates all vote at the same time. They will be seated in such a way as to ensure ballot secrecy.
6. The parish voting delegate carries an instructed vote on the FIRST ballot. If she does not have an instructed vote from the executive, she forfeits her privilege to vote on this and all subsequent ballots for that position. *C&B Part XVI, Section 5 (b)*. She has a free vote if her candidate has already been elected to a previous position.
7. Election shall be by ballot vote unless
  - a) There is only one candidate for an office or only the required number of candidates for the standing committees.
  - b) The nomination forms indicate a clear majority for a candidate (candidates in the case of a plurality vote) in which case approval shall be by motion to declare the candidate(s) elected.
8. The regional chairs or designate will distribute the ballot slips to each voting delegate for completion.
9. The election of officers shall be by majority vote.
  - a) If a majority vote (more than half) has been obtained by nomination AND no voting delegate has been released from her instructed vote, the president shall declare the candidate elected.
  - b) If any voting delegate has been released from her instructed vote as a result of the withdrawal of a candidate or the removal of a candidate due to her election to another office, a first ballot shall be taken. If the first ballot produces a majority, then the president shall declare the candidate elected.

## Rules for Election for the Toronto Diocesan Council (continued)

- c) If no majority vote has been obtained on the first ballot, a second ballot is required. The Voting Delegates will be shown the results of the instructed vote.
  - d) If a third ballot is required to obtain a majority, the Voting Delegates will be shown the results of the second ballot.
  - e) If three ballots fail to produce a majority vote, the candidate receiving the highest number of votes shall be declared elected.
  - f) In the event of a tie vote on the third ballot, a fourth ballot, using only the names of the tied candidates, shall be taken.
10. The election of standing committee chairpersons shall be by plurality vote.
- a) The elections chairperson announces the number of standing committee chairpersons required to be elected. Chairpersons are not elected to a specific standing committee.
  - b) If the nomination form indicates which candidates have the highest number of votes without a tie for the final position, AND no voting delegate has been released from her instructed vote, the president shall declare the candidates, in alphabetical order, elected.
  - c) If any voting delegate has been released from her instructed vote because of the withdrawal of a candidate or the removal of a candidate due to her election to another office, a first ballot shall be taken.
  - d) The three candidates receiving the highest number of votes shall be declared elected. In the event of a tie, further balloting shall continue until the required number of candidates is elected.
11. When the results of the election have been duly recorded, the nomination forms and ballots shall be destroyed, and the Elections Committee dissolved.

**The Catholic Women's League of Canada  
Toronto Diocesan Council  
Police Records Check (PRC) Process**

**Background**

A police record check (PRC) also known as a background check is a search of police database records about an individual and is often used as part of a screening process for employment, volunteering, education, professional licensing, rental housing, insurance, adoption, child custody, foster care and other purposes. In Ontario, the [Police Record Checks Reform Act, 2015](#) governs the types of record checks that can be conducted for screening purposes. The act authorizes three different types of police record checks. In Ontario, when a PRC is requested, consent must first be granted by the individual being checked.

In accordance with the Signing officers are defined in PART XII: Section 8 (a) in our *Constitutional and Bylaws* as the president, treasurer and secretary. Members letting their name stand for office in those positions and the vice president who will be president in the next term are required to provide a current PRC.

**Key Points**

- Volunteer positions, no longer require a fee in Ontario as of April 1, 2022.
- Police records checks are a point in time search and only valid on the day they are issued since information can change from day-to-day.
- The police service does not determine an expiry date; this is up to the agency/employer. Some might accept a police check that is three to six months old, while others may want a new one. Note: Eligible members will need a PRC for the Toronto Diocesan Council if one is done for another organization is over six months.
- Online Record Check submissions and In-Person Record Check submissions take approximately 15 business days.
- As part of the process and to receive the Criminal Record Check free of charge, a signed letter must be uploaded on the online application, or a hard copy is needed if applying in person or by mail.
- The letter must be on the letterhead of the agency (CWL), full name and application status.
- If the offence prevents the member from holding signing officer position(s) they can serve as standing committee positions.
- The PRC results are not to be sent by email as they are not confidential to the Screening Team.
- The Nominations and Elections Chair will include only the names of the successfully screened eligible members on the acceptance list for signing authority positions.

**Toronto Diocesan Council Screening Process**

To maintain confidentiality, PRC results (original and or copy) will not be maintained in any CWL files. Police Records Check (PRC) Declaration Form

- Screening Team: Diocesan Spiritual Advisor and the Nominations and Elections Chair.
- If consent is not provided to the Nominations and Election Screening Team, the members must arrange for their parish council spiritual advisor or another spiritual advisor.
- The screening will be completed in-person or virtual.
- The eligible member once elected must retain the PRC results during their term(s) in signing authority positions.
- A verification form will be signed by the screening team and the signing officers to ensure that the PRC was viewed, no infractions.
- The eligible signing officer if elected, will be required to retain it during their term.

Appendix E: Police Records Check Process



**The Catholic Women’s League of Canada**  
Toronto Diocesan Council

**Police Records Check (PRC) Declaration Form**

**Background**

The Police Records Check (PRC) Declaration Form is for use by The Catholic Women’s League of Canada, Toronto Diocesan Council in accordance with the [Police Record Checks Reform Act, 2015](#) governs the types of record checks that can be conducted for screening purposes.

The Signing officers are the president, the treasurer, and the secretary as defined in PART XII: Section 8 (a) in the *Constitutional and Bylaws*.

**Consent**

Consent must be provided to discuss the PRC results.

- I give consent for the Nominations and Election Screening Team to review my PRC results.
- I do not give consent for the Nominations and Election Screening Team to review my PRC Results.

**Note:** If consent is not provided to the Nominations and Election Screening Team, the member must arrange for their parish council spiritual advisor or another spiritual advisor to review their PRC results or will not be able to stand in office in one of the signing officer positions.

**Declaration**

My PRC records check was conducted on day-month-year

- I have not been convicted of an offence on day-month-year
- I will retain and provide the original copy of my PRC for the duration in office in any signing officer positions (i.e., president, treasurer and secretary) on the diocesan executive.

**Convictions/Infractions**

- I have been convicted been convicted of an offence day-month-year
- Does the offence prevent you from holding office  Yes  No

**Note:** If Yes, you will not be eligible to stand in office for Signing Officer:

<b>Member’s Signature</b>		
First and Last Name	Signature	Date <small>Click or tap to enter a date.</small>
Signing Authority Position(s)		

**Elections and Nomination Committee Screening Team (Only)**

**Witnesses**

<b>Elections and Nomination Committee Screening Team</b>		
Diocesan Spiritual Advisor (or another spiritual advisor) First and Last Name	Signature	Date <small>Click or tap to enter a date.</small>
Nomination and Elections Committee Chair First and Last Name	Signature	Date <small>Click or tap to enter a date.</small>

Appendix F: Police Records Declaration Form

**The Catholic Women's League of Canada  
Toronto Diocesan Council**

**PARISH COUNCIL ELECTIONS**

The Nominations and Elections Committee shall follow the procedure for nominations and elections in [C&B, Part XVI, Section 1(b)].

**Parish**

At the regular November meeting prior to an election year, a nominations and elections committee, consisting of three experienced members of the council concerned, shall be appointed by the parish president in consultation with the spiritual advisor. The chairperson of the committee shall not be a candidate for office. She shall be prepared to conduct the elections at the parish meeting when elections will be held.

**Eligibility**

All members who have paid their membership fee for the current year, except for associate members, are eligible to hold office at the parish level subject to the provisions of C&B Part XVI, Section 1(a).

**Elections and Nominations Committee**

At the regular November meeting prior to an election year, a nominations and elections committee, consisting of three experienced members of the council concerned, shall be appointed by the parish president in consultation with the spiritual advisor. The chairperson of the committee shall not be a candidate for office. She shall be prepared to conduct the elections at the parish meeting when elections will be held.

**Term of Office:** The term of office for elected officers shall be two years.

**Key Points**

- President will not be an ex-officio member of this committee.
- President becomes the past president following the elections.
- A member shall hold only one office at a time at the level concerned.
- Treasurers who are completing their first term of 2 years are eligible for nomination to a second term in that position, for a total of four years.
- Standing committee chairs who are completing their term of two years are eligible to stand again for election but, on election, will take a new committee chair position.
- Standing committee chairs are not nominated to particular committee but appointed to one by the president after the election.
- The Vice-President also has a standing committee chair position which is usually organization).

**What is the experience required?**

- For most positions no experience is required, just enthusiasm and a willingness to serve.
- Treasurer: Experience with keeping financial records.
- Secretary: Access to a computer and printer.
- Information is available on the positions in the C&B and the National Manual of Policy and Procedures

Appendix G: Parish Council Elections

## PARISH COUNCIL ELECTIONS

### Positions (Refer to handout on C&B executive job responsibilities)

#### Executive Officers

- President (if no vice-president)
- Vice-President
- Treasurer
- Secretary

#### Standing Committee Chairs

- Faith
- Service
- Social Justice

#### Election Process

The chair contacts the vice-president to confirm her willingness to accept the president position for the next executive term. If there is no vice-president, then the position for president is open for nomination.

Chair of committee prepares the list of positions open for nomination, a list of eligible members and nomination forms.

#### Month before elections

The nomination committee hands out nomination forms and a list of those eligible for nomination to all members.

- Include a brief description of each position-use the C&B
- Members may nominate themselves as well as others.
- Give members time to complete these forms.
- This can be done at a meeting to make it easy for members to complete and return the forms in time.
- The committee then makes these nomination forms available to members who did not attend the meeting-by mailing them or having them available at the back of the church along with a box to drop off the completed forms works best.
- The nomination forms are opened by the committee and must be signed by the member.
- The committee calls all those who have been nominated and asks them if they will agree to stand for the position or positions, they have been nominated to. You may not tell a member how many others have been nominated to the positions or who nominated them.
- Members may be nominated for and accept a nomination to more than one position but will only be elected to one.
- The nomination and election committee must keep all nomination and election information confidential until it is presented during the election process by the election committee chair.

**Who can vote?** Every member, including those on the nominations and elections committee.

**When is the election held?** At the January/February annual meeting.

### **Election Day**

- At the end of the business meeting the president will ask any current officers to leave the head table
- The president will remain in the chair during the election process and will appoint someone who is not running for office to take the minutes of the election process – the meeting is still in session and is adjourned after the completion of the election.

### **PARISH COUNCIL ELECTIONS**

- The president will call on the chair of elections to give a report on the nomination process and to explain the election process.
- The committee shows, on a flip chart or overhead, the names of all those who have accepted to let their name stand for election and the positions for which they are standing. She then introduces them to the assembly.
- For positions where only one candidate has accepted the president will ask for a motion that the candidate be declared elected.

### **Executive Officers**

For the executive officer positions where more than one candidate has accepted nomination the members vote by secret ballot. Ballots will be handed out by the committee and counted by the committee. The successful candidate is the one who receives the majority of votes. The results are passed to the president to announce.

### **Standing Committee Chairs**

- For election of standing committee chairs, the chair will advise members how many positions are required.
- If only that number of candidates are listed the president will ask for a motion to declare all these candidates selected; if not there will be a ballot and members will be asked to list only sufficient names to meet the positions open. The successful candidates will be chosen from those who have the highest number of votes to fill the required number of positions.

### **Unfilled Positions**

- If positions are not filled, nominations from the floor on election night are not acceptable; members may offer to fill vacant positions and the new president may appoint that member or another member to take on vacant positions, after discussing this with her new executive.

### **Introduction of new Executive**

The newly elected officers are introduced by the outgoing past president and assume the duties and responsibilities of their respective office immediately following the annual meeting.

- The meeting is then adjourned.

### **Installation**

The formal installation of officers may take place at the convenience of the council in consultation with the spiritual advisor. The newly elected officers should be formally installed during a parish Eucharistic celebration, on a Sunday if possible. A copy of the installation ceremony may be found in the *Handbook for Spiritual Advisors* and the *Ceremonies Booklet* and on the national website.

**The Catholic Women's League of Canada  
Toronto Diocesan Council**

**MOIRA STE. MARIE MEMORIAL LECTURE SERIES**

**Background**

Mary Hawkley, Life Member, Toronto Diocesan President, 2011-2013, initiated the Moira Ste. Marie Memorial Lecture Series in honour of Moira Ste. Marie, Toronto Archdiocesan President, 1991-1993 who passed away in 2011. In her term as Past President from 2013 to 2015, Mary consulted with Moira's family on their wishes and the executive of the day on its feasibility and structure. Among other input from the executive, the suggestion to host the Lecture Series every second year was made by Spiritual Advisor Fr. Robert O'Brien.

The Lecture Series was named in honor of Moira because she had contributed greatly to the League in her service at the Parish, Region, Diocesan, Provincial and National levels. During Moira's term, she saw the establishment of the Education Awards which honour three past presidents: The Mary Matthews Public Speaking Award, The Mary Dobell Pro-Life Awards for Poetry and Essays and the Jean McCann Youth Award. She helped implement many programs in the League development for members and took an active role in shaping many resolutions which found their way to the national table and on to government where our national executive presented our concerns. She also was highly involved in her community.

**Purpose**

- To inform members and non-members of issues around family, politics, education, health and social issues.
- To call members and non-members to take action on the personal and council level to address these issues.
- To provide funds from the hosting of the Lecture Series to organizations and individuals on the presented topic(s).

The current Toronto Diocesan Past President/Historian is responsible for planning the Lecture Series which is usually held in her 2<sup>nd</sup> year. She appoints a committee which may include life members, members and other individuals knowledgeable on the topic being presented in consultation with the President. Mary Hawkley is also consulted on the topics selected, may act as a liaison between the family and the planning committee and participate during the Lecture Series. Moira's family is advised of the topic being presented, date, invited to attend and are acknowledged during the Lecture Series.

The diocesan council executive will budget funds for the year that the Lecture Series is scheduled based on funds available in the operational budget. The funds will cover speaker fees, honorarium, hall rental, refreshments and donations to the selected recipient organization(s). Additional funds may be generated by seeking sponsors from community businesses and through a nominal registration fee. A motion is required and must be adopted by the diocesan executive for the recipient organization(s) or individual(s) of the Lecture Series funds.

## **The Moira Ste. Marie Memorial Lecture Series (continued)**

Promotion of the Lecture Series will be posted on the diocesan website and other websites such as the Archdiocese of Toronto, League websites, social media and circulated by email to CWL councils and parishes, within and outside the Toronto Diocese. The Lecture Series may be held in-person or virtually on a weekday or Saturday.

### **Format**

The Lecture Series will be 1-2 hours for an evening in-person or virtual session and may be longer time if held on a Saturday. Ideally one or more speakers may be engaged to provide different perspectives on the topic. The Lecture Series is moderated by the Past President/Historian or designate. It will open with the welcome, Land Acknowledgement, League Prayer and prayer service, background on the topic, introduction of guest speakers followed by their presentation of the topic, questions and answers from participants, then the closing prayer.

### **Summary of Previous Lectures**

Posted on TDC website and maintained in past president/historian files.

**The Catholic Women's League of Canada  
Toronto Diocesan Council  
Patricia Beattie Annual Memorial Mentoring Award  
CRITERIA AND GUIDELINES**

Mentorship in the League includes guidance, inspiration and encouragement. A **mentor is an individual who ...**

- Exemplifies the Objects of the League and Core Values of Faith, Service and Social Justice as outlined in the National Manual of Policy and Procedure and *Constitution & Bylaws*.
- Welcomes new and current members and provides active mentoring.
- Encourages the growth of individual members by sharing her experiences and knowledge.
- Participates actively in council meetings, events, conventions, committees, etc. within and beyond the parish level.

**Nomination Instructions**

1. Any member or parish council can nominate a member from within their council or another council for Category A (Parish Level) or Category B (Auxiliary Level) below. No self-nominations.
2. Nominations from previous year(s) can be updated and resubmitted for either category if a member was not awarded.
3. Submit one Patricia Beattie Annual Memorial Mentoring Award Nomination form [cwltoronto.ca/forms](http://cwltoronto.ca/forms) for qualifying member(s) under Category A (Parish Level) or Category B (Auxiliary Level). Supporting testimonials if used must reflect the award criteria and with the nomination form are not to exceed 1500 words.
4. The members and councils submitting the nomination must ensure that the nominee's membership fee is paid by the presentation of the award.
5. A member or council submitting the nomination is asked to maintain confidentiality so that the nominee is not aware they are being nominated.
6. Submit the completed nomination form to the Toronto Diocesan Council Past President/Historian by mail, email or through the website ([cwltoronto.ca](http://cwltoronto.ca)) by the assigned deadline date.

**Category A: Parish Level:** Members at the parish council who meet the Patricia Beattie Annual Memorial Mentoring Award Nomination criteria are eligible for the Parish Level of the Award.

**Category B: Auxiliary Level:** Members who served at the regional, diocesan, provincial or national levels of the League who meet the Patricia Beattie Annual Memorial Mentoring Awards criteria are eligible for the Auxiliary Level of the Award.

**Note:** Members of the current Toronto Diocesan Council Executive, Regional Chairs, Newsletter Editor, Convention Committee, Life Members, Past President/Historian or Patricia Beattie Annual Memorial Mentoring Award Committee are not eligible to be nominated or to nominate others in their term. They are still able to provide suggestions on members eligible for the award.

**Resources:** The Patricia Beattie Annual Memorial Mentoring Award Past Recipients list is on the TDC website.

**Awards Background:** The Award is named in honour of Patricia (Pat) Beattie, President, Toronto Archdiocesan Council (1993-1995) and Ontario Provincial President (2003). Pat was an avid mentor to many in the League. She received the Pro Ecclesia et Pontifice medal for her dedicated work in the Church in May 2004. Pat passed away in September 2004. The Award recipients for both levels are awarded at the Toronto Diocesan Council Convention and was first awarded in 2005.

Appendix I: Patricia Beattie Annual Memorial Mentoring Award Criteria/Guidelines

# PATRICIA BEATTIE ANNUAL MEMORIAL MENTORING AWARD NOMINATION FORM

Refer to the Patricia Beattie Annual Memorial Mentoring Award Nomination Criteria and Guidelines attached and, on the website, ([cwltoronto.ca/forms](http://cwltoronto.ca/forms)) to access the Nominee.

**CATEGORY A: PARISH LEVEL**

Use for all members at the parish council who meet the Patricia Beattie Annual Memorial Mentoring Award Nomination criteria are eligible for the Parish Level of the Award.

<b>NAME OF NOMINEE</b> _____		
<b>PARISH COUNCIL</b> _____	<b>REGION</b> _____	
Nominator _____	Council _____	Nominee _____
Complete page 2-3.		

**CATEGORY B: AUXILIARY LEVEL**

Members who served at the regional, diocesan, provincial or national levels of the League who meet the Patricia Beattie Annual Memorial Mentoring Award criteria are eligible for the Auxiliary Level of the Award.

<b>NAME OF NOMINEE</b> _____		
<b>PARISH COUNCIL</b> _____	<b>REGION</b> _____	
Nominator _____	Council _____	Nominee _____
Complete page 2-3.		

NOMINATED BY \_\_\_\_\_

PARISH COUNCIL \_\_\_\_\_ REGION \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

**Note:** Members of the current Toronto Diocesan Council (Executive, Regional Chairs, Newsletter Editor, Convention Committee, Life Members, Past President/Historian or Patricia Beattie Annual Memorial Mentoring Award Committees) are not eligible to be nominated or to nominate others or to be used as references. They are still able to provide suggestions on members eligible for the award.



**Patricia Beattie Annual Memorial Mentoring Award Nomination Form**

**CWL HISTORY**

1. How long has the Nominee been a CWL member? \_\_\_\_\_

2. List the positions the Nominee has held on your council or other councils.

3. List League positions and committees the Nominee has held at other levels (i.e., regional, diocesan, provincial or national) of the League.

**EXPERIENCED AND TRUSTED ADVISOR**

4. Provide examples of how the Nominee has demonstrated and accomplished as an experienced and trusted advisor to others.

**NURTURES ENCOURAGES GROWTH AND SUPPORTS MENTEES**

5. Give examples of how she supports individual members and how she has demonstrated this.

**REASONS THE NOMINEE DESERVES THIS AWARD**

6. Provide reasons why the Nominee is deserving of the Patricia Beattie Annual Mentoring Award.

**OTHER INFORMATION**

7. Provide other parish and community involvement and awards to support the Nominee.

**TORONTO DIOCESAN COUNCIL**  
**Diocesan Secretary Monthly Activities**

MONTH	ACTIVITIES
Post-Convention (April May)	<ul style="list-style-type: none"> <li>b. Post-Convention (Immediately following the convention)               <ul style="list-style-type: none"> <li>a. Send a list of the executives, including regional chairs, (names, mailing and email addresses, postal codes, phone numbers) to the following:                   <ul style="list-style-type: none"> <li>(i) National office.</li> <li>(ii) Ontario provincial secretary.</li> <li>(iii) Diocesan treasurer for forwarding to the Ontario provincial newsletter editor with a cheque for the provincial newsletter, if more than 20 copies are required.</li> </ul> </li> <li>b. Mail two copies of the executive list, including regional chairs and spiritual advisors, to the archbishop’s secretary.</li> <li>c. Receive parish executive lists and make one copy for the president.</li> <li>d. In an election year, send a letter of notification of the new diocesan president, including mailing and email addresses and phone numbers, to specific address list on file.</li> <li>e. Order a supply of letterhead and envelopes.</li> <li>f. Mail a copy of the annual report with a covering letter to the archbishop and auxiliary bishops; also, to life members not attending the convention. Distribute copies of the annual report to all diocesan sub-committee members through each committee chair.</li> <li>g. Advise national office to mail presidential mailings</li> </ul> </li> </ul>
July/August/September	<ul style="list-style-type: none"> <li>a. Mail letters of congratulations to the provincial president and to the national president on her election.</li> <li>b. Council lists must be kept up to date. Regional chairs are responsible for forwarding any changes of address, etc. as soon as possible. Diocesan council executive members must request this information as needed.</li> <li>c. Any changes to the diocesan council executive lists are forwarded immediately to the provincial and national councils.</li> </ul>
November	<ul style="list-style-type: none"> <li>a. At the <u>November</u> executive meeting, circulate Christmas cards for signatures of diocesan council members to send to the cardinal/archbishop, bishops, life members and diocesan and regional spiritual advisors.</li> </ul>

**Diocesan Secretary Monthly Activities (continued)**

MONTH	ACTIVITIES
November	<ul style="list-style-type: none"> <li>b. In an election year, consult with past president/historian in preparation of the election register of council past presidents eligible for nomination.</li> <li>c. At the <u>November</u> executive meeting, circulate Christmas cards for signatures of diocesan council members to send to the cardinal/archbishop, bishops, life members and diocesan and regional spiritual advisors.</li> <li>d. In an election year, consult with past president/historian in preparation of the election register of council past presidents eligible for nomination.</li> </ul>
January/February	<ul style="list-style-type: none"> <li>a. Prepare a list of parish council presidents and life members with complete addresses for the convention package convener for email distribution mailing.</li> <li>b. Prepare a brief report for the annual report book and forward it to the vice-president by the specified deadline date.</li> </ul>
February/March	<ul style="list-style-type: none"> <li>a. In consultation with the diocesan spiritual advisor, prepare his letter to the spiritual advisors of all councils regarding the concelebration of the opening and closing Eucharist at the diocesan annual convention (letters and reply forms).</li> </ul>
April/May (Convention)	<ul style="list-style-type: none"> <li>a. Prepare an invitation for life members and diocesan executives, including regional chairs and regional spiritual advisors, for the head table reception prior to the banquet and the hospitality suite if planned following the evening entertainment.                      These invitations should be given to the convention registration convener for placing in the appropriate convention packages.  <i>(Option: The diocesan president may wish to do this herself.)</i> </li> </ul>

**The Catholic Women's League of Canada  
Toronto Diocesan Council**

**PARISH INFORMATION FORM**

**TERM:** \_\_\_\_\_ **DATE OF CHARTER:** \_\_\_\_\_

Parish Executive List & Term of Office Dates: (usually 2 years - mm/dd/yy): **From:** \_\_\_\_\_ **To:** \_\_\_\_\_

<b>POSITION</b>	<b>NAME</b>	<b>ADDRESS</b>	<b>PHONE</b>	<b>E-MAIL</b>
Spiritual Advisor				
President				
Co-President (if applicable)				
Vice-President				
Secretary				
Treasurer				
Past President/ Historian				
Faith Chairperson				
Service Chairperson				
Social Justice Chairperson				

In case of changes to any of the information above, please notify the Regional Chair.

Please STAR (\*) Changes.

Revised Date: \_\_\_\_\_

Day/Month/Year

Appendix L: Parish Information Form

# TORONTO DIOCESAN ANNUAL CONVENTION

## SPIRITUAL ADVISOR'S GUIDELINES

1. Attends convention planning meetings and the post-convention meeting.
2. In consultation with the president and faith chairperson, has the final responsibility for the approval of Eucharistic celebrations, prayer services and all readings for the Masses.
3. Has final responsibility that everything necessary for the Eucharistic celebrations has been provided and taken care of.
4. Prior to each Mass, shall:
  - a) Designate those priests who will concelebrate with him; and
  - b) Designate those priests who will assist in distributing Communion. The number shall be determined in conjunction with the ushers, one of whom will accompany each priest to his station.

**Note:**

CWL inventory (held by the faith chairperson contains the following:

- 1 Statue of Our Lady
- 6 Ciboria
- 38 Spiritual Advisor's stoles Book of Life
- Bible
- 2 cruets and finger bowl 2 crystal chalices
- 1 white altar cloth
- Crown and flower base for Our Lady's Statue and 2 pillows Candles and candleholders for altar and Our Lady's altar
- 1 small crucifix for altar

**TORONTO DIOCESE TORONTO DIOCESAN COUNCIL**

**Regional Mass Checklist**

(Read the Regional Guidelines carefully before starting)

Have you:

- 1. Confirmed the date, time and place with the Regional Spiritual Advisor?
- 2. Requested permission from the Pastor for the Spiritual Advisor to celebrate the Eucharist in the host church?
- 3. Confirmed the Scripture Readings?  
1st Reading \_ Psalm (sung or read) \_\_\_\_\_ 2nd  
Reading (if applicable) \_\_\_\_\_  
Gospel Acclamation sung by \_\_\_\_\_ Gospel  
\_\_\_\_\_  
Prayers of General Intercession  
Prepared by \_\_\_\_\_ Read  
by \_\_\_\_\_
- 4. Confirmed who will deliver the homily?  
Regional Spiritual Advisor \_\_\_\_\_ Other  
Clergy \_\_\_\_\_
- 5. Arranged for Music?  
If in text: Book \_\_\_\_\_  
Gathering Hymn # \_\_\_\_\_  
Offertory Hymn # \_\_\_\_\_  
Communion Hymn # \_ O  
Canada # \_\_\_\_\_  
Recessional Hymn # \_\_\_\_\_
- If NOT in text, has permission been received for reprinting?
- 6. Arranged for accompaniment? \_\_\_\_\_
- 7. Arranged for Acolytes? \_\_\_\_\_
- 8. Arranged for Gift Bearers? \_\_\_\_\_
- 9. Arranged for Ministers of Communion? \_\_\_\_\_
- 10. Arranged for Ministers of Hospitality? \_\_\_\_\_

For many members, the highlight of the regional meeting is the Eucharistic Celebration. It is imperative that clear communication exists between the CWL representatives and the Spiritual Advisors while planning this special event.

Appendix N: Regional Mass Checklist

**TORONTO DIOCESAN COUNCIL  
RESOLUTIONS CHECKLIST**

Appendix O: Resolutions Checklist

Item	Direction	Deadline
1. Council Letter	Include the following: <ul style="list-style-type: none"> <li>- Date discussed at the council.</li> <li>- President signature</li> <li>Secretary signature (see sample letter on file)</li> </ul>	Letter should be sent to the diocesan social justice chairperson approximately 6 weeks prior to convention by email or regular mail.
2. Develop the Resolution Action Plan	This should include what you would like members to do until the resolution is adopted by the government. For example, write letters to elected officials (PM, MP, MPP), businesses, educate themselves, invite speakers, etc.	The action plan should be sent to the diocesan social justice chairperson approximately 6 weeks prior to convention by email or regular mail.
3. Resolution Binder Presentation	<ul style="list-style-type: none"> <li>- Copy all the references used in the resolution.</li> <li>- Within each reference, highlight points noted in the brief.</li> </ul>	Arrange to send to diocesan social justice chairperson.
4. Prepare Convention Speech  (The speeches are prepared by the parish council representatives)	<b>Resolution Dialogue Session</b> Held as per convention program. Provide an overview on why the resolution topic was selected. <b>Resolution Business Session</b> 2 <sup>nd</sup> morning of convention. Provide an overview of why the resolution topic was selected. More formal and must be under two minutes.	Arrange to send to Toronto social justice chairperson. Keep the speeches similar.
5. Confirm Parish Representatives for the Resolution	<ul style="list-style-type: none"> <li>- Mover for the resolution: Usually the parish president</li> <li>- Secunder for the motion: one of the accredited delegates/or a member or the person who developed the resolution.</li> </ul>	Arrange to send a copy to the diocesan social justice chairperson at least 2 weeks prior to convention.

<b>Item</b>	<b>Direction</b>	<b>Deadline</b>
6.	- Speaker for the resolution: usually the person who developed the resolution	
7. Convention Attendance	Must attend the Convention Resolution Dialogue and Resolution Business Sessions	
8. Other	The diocesan social justice chairperson will communicate any additional requirements and/or changes.	
<b>Pre-convention</b>		
	<ul style="list-style-type: none"> <li>- Send our request for councils to submit resolutions topics by the October 31st deadline.</li> <li>- Two pre-convention meetings</li> <li>- Prepare Presidents Packages Resolutions Letter</li> <li>- Schedule meetings with the councils that will present to explain their responsibilities.</li> </ul>	<p>July 31st newsletter deadline, by email in September and during the fall regional meetings. November and January According to the convention key deliverable date.</p> <p>February</p>
<b>Resolution Dialogue Session Checklist – Day 1</b>		
9. Resources	<ul style="list-style-type: none"> <li>- Working Copy of Dialogue Session Motion Sheet</li> <li>- Dialogue Session Evaluation Form</li> <li>- Current Year's Resolutions</li> <li>- Resolutions Dialogue Session Script</li> <li>- Dialogue Session Speech from Councils</li> <li>- Resolution display board and other handouts</li> <li>- Box for returned Evaluation Forms</li> <li>- Resolutions Binders for</li> </ul>	<p>25 copies</p> <p>200 copies</p> <p>2 copies (for social justice chairperson and president)</p> <p>As needed 1 box</p> <p>4 binders per resolution. Keep one set of binders for provincial. (Note the binder for the parliamentarian can be given to the president)</p>



Item	Direction	Deadline
	social justice chairperson, parliamentarian, submitting councils. - Stationery: Pens, pencils, tape, paper clips, note paper, highlighter, post-it notes	
10. Dialogue Session Head Table	- Diocesan social justice chairperson Resolution sub-committee members - Parliamentarian	
11. Dialogue Session Facilitators	- Past social justice chairpersons (resolutions)/ diocesan social justice chairperson, current and past diocesan executive, interested members - Tips for Facilitating Small Groups - Guidelines for Facilitators - Resolutions Dialogue Agenda - Current year’s resolutions - Amending Resolutions the Easy Way	3 – 4 weeks: Send out email request before convention  7 – 10 days: Send list of responsibilities once majority confirms
12. Room Set-up	Night before if room is available or early morning the day of.	
13. Dialogue Session Day (suggested agenda format)	Opening: 9:30 AM - Welcome/Opening Prayer - Introduction of head table, guests and council members submitting the resolution(s), dialogue facilitators (not by name) - Overview of the agenda and session expectations (see script)	
	During: 9:45 – 11:30 AM - Current year’s resolutions are presented allowing 30 minutes for each. - Submitting councils provide short overview for choosing the resolution topic. - Float through the room to	

Item	Direction	Deadline
	answer questions from the members. - Allow time to provide members with an opportunity to voice feedback on the resolutions and suggest amendments	Members with amendments to stay back following the session to complete and sign a motion sheet. They must have seconder for their motion
	End: 11:30 – 12 Noon - Members with amendments meet at assigned tables to complete copy of NCR (no carbon required) multi-copy motion form.	Separate table for each resolution
<b>Convention Business Session Checklist – Day 2</b>		
14. Resources	<ul style="list-style-type: none"> <li>- Working Copy of Business Session motion sheet (25)</li> <li>- Current year’s resolutions</li> <li>- Resolutions oral report</li> <li>- Resolution Business Session Script</li> <li>- Podium</li> <li>- Copies of the prepared letter(s) that will be sent to Provincial for the adopted resolutions.</li> </ul>	Electronic copy of resolution(s) to the CWL AV position 2 copies (for diocesan social justice chairperson and president) Letter(s) to be signed by the secretary, president and diocesan social justice chairperson. Provide to the person(s) introducing the speakers.
<b>Post-Convention Responsibilities</b>		
15. Update Adopted Resolutions	<ul style="list-style-type: none"> <li>- Finalize the resolutions as per the amendments made during the convention.</li> </ul>	
16. Provincial Submission	<ul style="list-style-type: none"> <li>- Update the diocesan communications chair so a link to the Provincial website can be added as resolution(s) no longer belong to TDC.</li> <li>- Update the TDC website to indicate the status of the resolutions.</li> <li>- Binder Preparation: Require 3 copies to provincial and to include: letter signed by diocesan social justice chairperson, president, and secretary,</li> </ul>	Send email to Provincial diocesan social justice chairperson on the status of the resolutions and that the other info to follow by mail. Due by end of May. <b>Note:</b> – advise Provincial social justice chairperson as the Provincial Resolutions Meeting is in early June) July 1st Week: Usually not known till the morning of the 1st day of the convention.

<b>Item</b>	<b>Direction</b>	<b>Deadline</b>
	<p>amended adopted resolutions with all the backup material (tabbed/cross referenced) to the Provincial social justice chairperson.</p> <ul style="list-style-type: none"> <li>- Monitor the status of the resolution(s) to see if the Provincial Resolutions Committee has accepted it for presentation to provincial convention assembly and if it is adopted.</li> </ul>	<p>Update the TDC website by replacing with a link to the Provincial website as it no longer belongs to TDC.</p>
17. National	<ul style="list-style-type: none"> <li>- Resolution(s) if adopted at Provincial now belongs to Provincial.</li> <li>- Monitor the status of the resolution(s) to see if the National Resolutions Committee has accepted it for presentation to National convention assembly and if it is adopted</li> </ul>	<p>As above</p> <p>August 2<sup>nd</sup> Week: Usually not known till the morning of the 1<sup>st</sup> day of the convention</p>
<b>Hotel Requirements</b>		
<ul style="list-style-type: none"> <li>- Set-up for 200 (at 20 tables)</li> <li>- Table Numbers</li> <li>- Extra table at back of room for display and evaluation form</li> <li>- Easel stand for displays</li> </ul>		<p>Page 5-5</p>

**The Catholic Women's League of Canada  
Toronto Diocesan Council  
YOUTH AWARDS PROGRAM PACKAGE CHECKLIST**

The Youth Award Program includes the documents listed below required for the various contests.

**Note**

- The forms to be included in the school package have been identified below and include the forms to be used by the schools.
- The forms for the current year are located on the diocesan website under forms (<https://www.cwltoronto.ca/reference-documents/>) or from the regional chair and regional or diocesan service chairs.

- 
1. Diocesan Service Chairperson Cover Letter (to all presidents)
  2. CWL Youth Awards Program: Guidelines for Parishes and Regions (to all presidents)
  3. **CWL Toronto Diocesan Mary Matthews Public Speaking Contest: Website**
    - ✓ Contest Rules for Parishes and Regions
    - ✓ Criteria & Regulations for Schools and Participants (*School Package*)
    - ✓ Consent Form to Publish Personal Information (*School Package*)
    - ✓ Contest Rules for Judge
    - ✓ Judges Step 1 Scoring Sheet
    - ✓ Judges Scoring/Ranking Guidelines
    - ✓ Timekeeper's Instructions/Record Sheet
    - ✓ Mary Matthews Public Speaking Contest Winners Report
  4. **CWL Toronto Diocesan Mary Dobell Pro-Life Essay & Poetry Contest: Website**
    - ✓ Contest Guidelines for Parishes and Regions
    - ✓ Contest Guidelines for Schools and Participants (*School Package*)
    - ✓ Application Form & Consent Form to Publish Personal Information (*School Package*)
    - ✓ Judges Scoring Templates (Essay & Poetry - Intermediate & Senior levels)
    - ✓ Mary Dobell Pro-Life Essay & Poetry Contest Winner Report
  5. **Diocesan Jean McCann Youth Service Award Contest: Website**
    - ✓ Contest Guidelines for Parishes and Region
    - ✓ Contest Guidelines for Participants (*School Package*)
    - ✓ Application Form & Consent Form to Publish Personal Information (*School Package*)
    - ✓ Judges Scoring Template
  6. **CWL Toronto Diocesan St. Michael's College Scholarship: Website**
    - ✓ Letter from Diocesan Education and Health chair
    - ✓ Letter to the High School Guidance Counselor (*School Package*)
    - ✓ Announcing the (current year) Competition - Scholarship Eligibility Requirements (*School Package*)
    - ✓ History of St. Michael's College, University of Toronto (*School Package*)
    - ✓ Application Form (*School Package*)
    - ✓ Information Flyer for the High Schools and/or Parishes (*School Package*)
    - ✓ Sample Parish Announcement

Appendix P: Youth Awards Program Checklist

**The Catholic Women's League of Canada  
Toronto Diocesan Council**

## **Newsletter Guidelines**

### **1. Issues and Due Dates**

There are three (3) issues per in each calendar year.

<b>Issue</b>	<b>Issue Period</b>	<b>Submission Deadline</b>	<b>Mailing (on or before)</b>
Spring	March-June	January 30th	March 1st
Fall	September-November	July 31st	September 1st
Winter	December-February	October 30th	December 1st

### **2. Parameters**

- The newsletter shall be a maximum of 36 pages, with the option of increasing one issue per year to 40 pages, if necessary.
- All submissions should follow newsletter guidelines.

### **3. Contents**

#### **Spring Issue**

- Convention chairs: information and program on upcoming convention.
- Social Justice chairperson: information on resolutions to be presented at the convention.
- Vice-president: leadership dates for fall (as available).
- Faith chairperson: Lenten programs, etc.
- Spring Regional Meeting dates, locations and times.

#### **Fall Issue**

- Service chairperson: winners of public speaking and youth awards.
- Vice-president: annual reports, upcoming training (if applicable).
- Social justice chairperson: resolutions from diocesan convention and reminder for new resolutions, resources etc.
- Faith chairperson: Advent programs etc.
- Fall Regional Meeting dates, locations, times.

#### **Winter Issue**

- Christmas greetings from president only.
- Convention Chair: first ad for convention.
- Treasurer: per capita fees
- Newsletter: renewal notice/form
- Past President: information on nominations for the Patricia Beattie Mentoring Award, Moira Ste. Marie Memorial Lecture Series. In election year - information about elections and procedures.
- Social Justice Chairperson: report on provincial and national resolutions.
- Vice-President: map and registration for Development Day; membership drives.

Appendix Q: Newsletter Guidelines

## Newsletter Guidelines

### 4. Subscription Fee

- Review price of newsletter with diocesan treasurer by Fall meeting. Any increase would require a motion to be made at a diocesan executive meeting.
- Cheques accompanying subscriptions are made out to “The Catholic Women’s League.” The editor keeps a deposit book and deposits cheques to the bank directly.
- Renewals are due January 31<sup>st</sup> of each year.
- A renewal notice is printed in the Winter issue of the newsletter. Renewal forms are distributed to each parish council at regional meetings. Regional chairs to receive list of non-subscribing councils for follow-up and encouragement on taking out subscriptions.

### 5. Mailing List

- a. No registration form or fee is required from the following:
  - i. All members of the diocesan council, regional chairs and diocesan spiritual advisor.  
**Note:** Supply six extra copies each, to the president, vice-president and two to the past president for archive.
  - ii. The cardinal/archbishop and bishops of the archdiocese
  - iii. Provincial president and provincial communications chair
  - iv. National communications chair
- b. Parish councils shall submit a subscription fee for all executive members, including spiritual advisors, except as noted in *a*.
- c. Regional councils shall submit a subscription fee for all regional executive members, regional spiritual advisor. No fee required for the regional chair as noted in item (a.) above.

### 6. Canada Post

Prepare newsletters according to Canada Post guidelines to qualify for “bulk mail” rates. At the completion of each mailing, forward the invoice from Canada Post to the treasurer for payment.

### 7. Tips for Preparing Newsletter Articles

- a. The newsletter goes to all members, but specifically addresses parish councils' standing committee chairs.
- b. Information should be relevant to each standing committee, especially when suggesting speakers and/or videos or films.
- c. Standing committee chairs are to thank the individuals who helped them in person, and not in the newsletter.
- d. Try to focus on a different aspect of your committee for each issue.
- e. The editor has the authority to cut, condense or delete items when necessary.

**The Catholic Women’s League of Canada  
Toronto Diocesan Council**

**Website Content Guidelines**

The following information is available on the website:

<b>Tabs</b>	<b>Information</b>
<b>Home Page</b>	<ul style="list-style-type: none"> <li>- Countdown of days remaining until a featured event and access to details (including Development Day, AMM/conventions) etc.</li> <li>- <b>(<u>Top Pull Down</u>)</b></li> <li>- About Us</li> <li>- Regional Information</li> <li>- Events &amp; Projects</li> <li>- Resources</li> <li>- Contact Us</li> <li>- Mission statement</li> </ul>
<b>About Us</b>	<ul style="list-style-type: none"> <li>- Council’s history</li> <li>- Executives Profiles</li> <li>- Life Members/Honorary Members</li> </ul>
<b>Regional Information</b>	<ul style="list-style-type: none"> <li>- Seven Regions: Durham, Humber Valley, North York, Northern, Peel, Scarborough, Toronto</li> <li>- List of Regional Chairs and Spiritual Advisors</li> <li>- List of Parish under each region: Presidents and Spiritual Advisors</li> <li>- Events that pertain to each Region:               <ul style="list-style-type: none"> <li>o The regional hosted events include Regional General Meetings; Regional Public Speaking Contest; Leadership Courses; Spiritual Retreats; Days/Evening of Reflection; etc.</li> </ul> </li> </ul>
<b>Events &amp; Projects</b>	<ul style="list-style-type: none"> <li>- <b>Spotlight:</b> can provide a highlight on the outcome of an event or project, pictures of the events, President’s Monthly Update etc.</li> <li>- <b>Upcoming Events</b></li> <li>- <b>Projects:</b> including details on Projects such as the Resolutions Action of the Month contest.</li> <li>- <b>Service Awards (all)</b></li> </ul>

**Toronto Diocesan Council Website Content Guidelines (continued)**

<b>Tabs</b>	<b>Information</b>
<b>Resources</b>	<ul style="list-style-type: none"> <li>- <b>Resolutions:</b> information</li> <li>- <b>Manuals</b> (Policy &amp; Procedure)</li> <li>- <b>Newsletters</b> - Toronto Diocesan Council in pdf format</li> <li>- <b>Forms</b> (Parish Information Sheet, Parish Treasurer’s Annual Summary Report, Parish Monthly Calendar, Toronto Diocesan Voluntary Remittance form, Patricia Beattie Annual Memorial Mentoring Award Nomination Form etc.)</li> <li>- <b>Reference Documents</b> (Leadership &amp; Public Speaking Course, Parish Executive Training, Annual Reports, Welcome Letters from three levels of CWL, Membership Kit, Elections, Past President/Historian Checklist, Youth Award Package, Treasurer Information, Online Membership, etc.)</li> </ul>
<b>Links</b>	<ul style="list-style-type: none"> <li>- <b>Links</b> to various websites approved by the Toronto Diocesan council including National Office, Ontario CWL Provincial Council; Archdiocese of Toronto; etc.</li> </ul>
<b>Conventions</b>	<ul style="list-style-type: none"> <li>- Information and links to Convention at all levels - Toronto Diocesan, Ontario Provincial and National.</li> </ul>
<b>Contact Us</b>	<ul style="list-style-type: none"> <li>- This page allows the sender to compose an email that when submitted will be forwarded to the webmaster who will in turn reply or forward it to the appropriate executive member for action.</li> <li>- <b>Note:</b> Website emails are copied to the website administrator, president and vice president.</li> </ul>



THE CATHOLIC WOMEN'S LEAGUE OF CANADA  
TORONTO DIOCESAN COUNCIL

**Executive Meeting Written and Oral Reports and Meeting Minutes Guidelines**  
**Written Reports: Submitted Prior to Meetings (mandatory)**

- Executive Officers or Standing Committee Chairs: Include in your report the responsibilities outlined in the Constitution & Bylaws your position. You do not need to report on all areas for meetings.
- Regional Chairs: Prepare your reports to include completed and upcoming planned activities or events in the region and councils (i.e. unique special events, milestone anniversaries, membership, awards, council's performance, etc.)
- TDC Executive and Regional Chairs, report **only** on activities and events related to your duties and responsibilities on the Toronto Diocesan Council. Provide recommendations for items that will require further action and or approval by the executive.
- Meeting Attendance: List meetings and special events attendance but they will **not** be included in the minutes unless specific to your position.
- **One (1) page in point form** (some positions 2 pages); one-inch margins on all sides; Font Size, Arial or Verdana font 11 for headings and body of the report.
- Reports are due on the Monday prior to the Executive and Convention Committee meetings held on Saturdays.
- Adhere to the written report guidelines and submission deadlines! Each Executive and Regional Chair is required to circulate their report blind copy to the Spiritual Advisor, TDC Executives, Regional Chair and Convention Committee (if required) by the deadline set for each meeting. These reports stay within this TDC Executive and are **NOT** to be forward.
- **Note**: Good reports will ensure that the responsibilities for each position will best educate the Executive and Regional Chairs; is relevant and accurate to reflect diocesan and regional activities so they are reflected in the meeting minutes and the annual report as necessary. Highlight in **yellow** or do a summary (maximum 8 – 10 lines) to be included in the minutes.

**Oral Reports: At Meetings (if needed)**

- The meetings will focus on action items from reports, new/other business discussions and decision-making items.
- An Oral Report is **NOT** required at the meeting as the written report will allow others to review read ahead of the meeting.
- Everyone will be given an opportunity to add or pass and others to ask questions when their position is called at the meeting.
- Adhere to the oral report guidelines during the meeting.

Appendix S: Executive Meetings Written/Oral Reports and Meeting Minutes Guidelines

## **Executive Meeting Written and Oral Reports and Meeting Minutes Guidelines Minutes Overview**

Minutes are a legal, official factual record of the discussions and actions of a business meeting. The minutes should stand on their own and provide those not in attendance an overview of the discussions that transpired at the meeting. The minutes does **not** include post meeting discussions or follow-up items.

Minutes are a record of what is "done" and not what is "said". They are a summary of each Executive, Regional Chair, other reports, motions, etc.

### Reports Summary for the Minutes (See page 1)

- Approximately 8 – 10 lines of the written report "action items".
- Highlight in yellow information to be included in the minutes.
- Reports are **not archived** with the minutes.

### **Draft Minutes**

The draft minutes will be circulated ahead of time to provides an opportunity while the meeting discussions are still fresh for the Executive and Regional Chairs to review and advise of grammatical and other errors, omissions, etc. They are **NOT** the official minutes as they are subject to change until they are approved/adopted at the next meeting. All draft minutes will have a **Draft** watermark. The Executive and Regional Chairs are to print and or save on their computer for the meetings.

Time will be provided at the meeting to review the minutes. Following any necessary amendments, the minutes are officially adopted by a motion.

- **Version 1:** Circulated about 2 – 3 weeks following the meeting.
- **Version 2 (Approval at the Next Meeting):** Circulated sent 10 – 12 days before the next meeting at the same time the notice of a meeting is provided by the Secretary.

### **Official Adopted Minutes**

The official adopted minutes will be circulated 7 – 10 days after the meeting they were adopted/ approved in PDF format with the corrections as discussed at the meeting, dated and signed by the president (or meeting chair), secretary.

This is the **official minutes** that will be included in the TDC archived records.

(Page 2-2)

THE CATHOLIC WOMEN'S LEAGUE OF CANADA  
TORONTO DIOCESAN COUNCIL

**Executive Meeting Written and Oral Reports Template**

Name: \_\_\_\_\_

Standing Committee: \_\_\_\_\_

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Open Report with ...

- Madame Chair and Sisters in the League:

Body of Report

- Prepare your report using the headings listed in the Constitution & Bylaws for your position.
- You do not need to report on all areas above for meetings.
- Provide highlights, recommendations, and action items.
- Good reports will ensure that you cover the responsibilities for your position to best inform the executives and regional chairs for updating members. This will also assist in completing your annual report at the end of the year and ensure an accurate account of your position.
- Please review Meeting Written and Oral Report Guidelines and Minutes Guidelines.
- Highlight in **yellow** or do a summary (suggestion only) of your report will be included in the minutes.
- Stand at General Meetings when presenting your report.

Closing Report with ...

- This concludes my report,

