



The Catholic Women's League of Canada
ALBERTA MACKENZIE PROVINCIAL COUNCIL



Secretary Communique – March 2025

TO: Diocesan Secretaries
CC: Provincial Executive (for information)
FROM: Janet MacPhee, ABMK Provincial Secretary/Communications

Dear Sisters of the League

Secretary:

As we enter the season of Lent, many of our sisters are entering into the planning of their diocesan conventions. One of the responsibilities of being secretary is to assist the president of your council set an agenda and to keep the minutes of the meeting. One thing that you can do is to review the minutes of the 2024 convention and have them ready for distribution. The minutes of your 2024 Diocesan convention are the minutes that should be approved at your 2025 Diocesan Convention. If possible, have a minute review committee look through the minutes to pick up any housekeeping items (ie spelling of names/words). If possible, circulate the minutes to the registered members beforehand.

Once the minutes (of all meetings) have been approved, the minutes should be signed by the secretary and president (that presided over the meeting).

Another responsibility of the secretary is the Motion Book. The 2024 motions should all be entered into the motion book and the 2025 document started.

Communications:

The National Council of The Catholic Women's League has a "National Communications Plan" that provides excellent information regarding communiques, emails, websites, social media, the League magazine, etc.

This document, #645, is available for download:

<https://www.cwl.ca/training-reference-guide-communication/>

On that same page you will find several more documents regarding communications, speaker notes and PowerPoint presentations. As document 645 states:

"To ensure effective communication, the message should be relevant to those receiving it. The medium chosen is dependent upon the message being sent."

The LIX World Communications Day is June 1, 2025. World Communications Day is usually celebrated on the Sunday before Pentecost.

Pope Francis has put out an excellent article -

<https://www.vatican.va/content/francesco/en/messages/communications/documents/20250124-messaggio-comunicazioni-sociali.html>

<https://www.vaticannews.va/en/pope/news/2024-09/world-communications-day-2025-theme-calls-for-gentleness.html>

- the theme for World Communications Day 2025 that calls on people to "share with gentleness the hope that is in your hearts", communication that creates the condition for dialogue.

"Lord, grant that I may Live this day with Love and Laughter"