



The Catholic Women's League of Canada

St. Patrick's Parish Council

Manual of Policy and Procedure

2023

CWL St. Patrick's Parish, Markham Council

Executive Officers (2021 - 2023)

President and Communication Chair	- Lalita D'souza
Vice President and Organization Chair	- Tania De Souza
Recording Secretary	- Cherylon Mendes
Treasurer	- Kathleen Koyama
Past President, Resolution and Legislation Chair, Historian	- Marlene Mogado
Spiritual and Development Chair, Family Life Chair	- Gloria Remedios
Education and Health Chair	- Cindy Sisti
Parish Activities Chair	- Kellie Hilliard
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**CWL St. Patrick’s Parish, Markham Council
MANUAL OF POLICY AND PROCEDURE**

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INTRODUCTION

The CWL St. Patrick's Parish, Markham Council has approved the Manual of Policy and Procedure for use by its members.

The manual is a complete revision of the 2019 version that has been in use for several years. It consists of practices, motions and resolutions approved since the last revision. New topics are included as a result of an increased use of tools relevant to the new environment of the digital information system; the changing demographics, and the response to government-declared emergencies pertaining to safety and well-being. The use of social media tools are provided with appropriate guidelines to consider.

There is an increased awareness of transparency. As a result, demands for responsible reporting, greater accountabilities and honesty are thoughtful considerations in updating the manual. To ensure the integrity, safety, and reputation of the League and its members, there are additional policies and procedures included in this manual pertaining to officers who perform duties in their positions of trust and members who volunteer and interact with vulnerable sectors in the community.

As a result of an increased use of communication by digital means, greater focus is on privacy and guidelines in the construction and development of social media tools like Facebook and Websites.

The manual includes several options for holding meetings and events. Virtual means has become a popular option for members. The option by virtual means responds to the changing demographics of the membership. At meetings, it has been observed that increased attendance of members by virtual means is occurring as ease in the use of technology grows. Meeting in person provides the most personal contact and is encouraged to increase camaraderie among members. Hybrid options maximize the attendance in meetings and events. Relevant guidelines are provided in the manner of virtual meetings to comply with the rules provided by the National level of the League.

The process of review and approval of the manual was entirely done through virtual means at meetings, through discussions, and presentations over several sessions. Council members received in advance draft copies of sections to review. Then, further review, discussions and clarifications were presented and approved 2-3 sections of the manual at a time during the General members' monthly meetings beginning May 2022. This facilitated the implementation of approved sections immediately after approval. At the end of the approval process, the whole completed manual was received and

ratified in an in-person or hybrid meeting. The final, single manual includes all approved sections and becomes a general reference and guide for members. The greater public seeking information about the CWL St. Patrick's Parish Council may consult and reference the manual, as it is available on-line on the website.

This version (2023) eliminated sample copies of forms, reports, agendas, minutes of meetings, and budgets that were attached and part of previous manuals. The use of these forms and reports can be customized by the current Executive as needed.

A digital copy of the manual is provided to all members. Any member who wishes to receive a printed copy will have the manual available upon request. The manual is posted on the Council's website.

Approved amendments are implemented and posted on the website as they occur. Notice of the revision is sent to members. They are included in the annual update of the manual.

Resources and References

The resources and references used for the manual are the most current version published in relevant or print copy. These are:

- CWL Constitution and Bylaws (2022)
- CWL National Manual of Policy and Procedure (2023)
- CWL Toronto Diocesan Council Manual of Policy and Procedure (2022)
- CWL St. Patrick's Parish, Markham Council Manual of Policy and Procedure (2019)
- York Regional Police (Vulnerable Sector Check)
- Volunteer Screening Program, Archdiocese of Toronto
- Government manuals (Ontario & Federal), and
- Manuals of Non-Profit Organizations

SECTION 1: GENERAL INFORMATION

The Manual of Policy and Procedure is an internal document outlining the duties and responsibilities of all the members of St. Patrick's Parish, Markham Council of The Catholic Women's League of Canada.

The Parish Council Executive shall be ultimately responsible for the application of the policies and procedures contained in the manual.

The Manual of Policy and Procedure shall be made available to all members of the Council.

Objective

The following are the objectives of the manual:

- Helps the Council to function within the guidelines and requirements of the League.
- Provides guidance on handling the Council's affairs based on appropriate and relevant practices.
- Keeps members informed, so they know what is expected of them, their fellow members, executive and other levels of the League.
- Contributes to the cohesiveness of the group as a whole.
- Ensure meetings and events run smoothly, minimizes disruptions and maintains civility.
- Helps to fulfill the League's Core Purpose, Mission, Values, and Objectives of the League.
- Ensures consistency in processes and the Council operates more efficiently.
- Serves as a training resource.

The policies and procedures are designed to enhance the experience of the St. Patrick's Parish, Markham Council members. None may contravene any statute in the CWL Constitution and Bylaws, 2022.

History

- St. Patrick's Parish Catholic Women's League was organized December 5, 1955, and given a Certification of Organization Numbered 1876.
- The group's first Spiritual Advisor was the Rev. Fr. William Carvill.
- The First President was, Mrs. Sidney Larkin; Vice President, Mrs. Mae Garland; first Secretary, Mrs. Betty Way; and first Treasurer, Mrs. Eleanor Malcolm.
- In 1988 the Council was disbanded after 33 years and was dormant for 22 years.
- On September 30, 2010, with the help and support of Rev. Fr. Edward Murphy, the Council was reinstated.
- The first general meeting of the reinstated Council was held on October 20, 2010, preceded by mass with guest speaker Marlin Taylor, President of the Toronto Archdiocesan Council. Four members of the defunct Council were also present.
- In December 2010, the total membership was 62.
- The Parish Council's vision was to increase membership, embrace the teachings of the Church, liaise in cohesiveness with other parish ministries, engage, and encourage membership participation.
- The new executive was inducted by Rev. Deacon Vern Bechard in April 2011.

The Parish Council Executive were:

- Kay Booker, President
 - Barbara Moser, Secretary
 - Leila Haly, Treasurer
 - Carmela Ientile & Jacqueline McCullough, Organization Chairs
 - Felisa Pulumbarit, Spiritual Development Chair
 - Fr. Edward Murphy, Spiritual Advisor
- On October 10th, 2018, St. Patrick's CWL celebrated its 40th Anniversary.
 - Mass was officiated by Cardinal Thomas Collins together with Fr. Dominic Barber (Spiritual Advisor)
 - A 40th anniversary commemorative plaque was presented to the then - President Ciscily Winkler by Cardinal Thomas Collins during mass.

Presidents since reinstatement of the Council in 2010:

- o 2010 – 2012 Kay Booker
- o 2012 – 2014 Margaret Arangio
- o 2014 – 2016 Kathleen Koyama
- o 2016– 2018 Ciscily Winkler
- o 2018 – 2021 Marlene Mogado
- o 2021 –2023 Lalita D’souza

Review of the Manual of Policy and Procedure

- Annually, the Executive at the January meeting will consider any changes in the League Constitution and Bylaws.
- In January, notice will be sent to ALL Members for suggestions to consider in the annual updates of the Manual of Policy and Procedure.
- If there are no changes, the manual will be re-affirmed by the Executive at an Executive meeting in February.
- If there are changes or updates in the League Constitution and Bylaws to consider, the President in consultation with the Executive, will assign a sub-committee to review the existing manual.
- The sub-committee will be composed of Executive and volunteers from the General membership.
- The review will consider and include in the updates:
 - o Restrictions legislated by the government (i.e., in-person meetings, social gatherings) to protect the health and well-being of members, parishioners, and residents in the area (York Region).
 - o The new environment that reflects the increasing availability and knowledge in the use of technology in communication.
 - o Expand the capabilities of the Council to coordinate fundraisers in a more efficient manner.
 - o Grow a wider range of supporters in response to the area’s increasing diversity.

- Respond to the needs of membership due to changing demographics.
 - Strategies to increase membership and participation in activities of the Council.
- To facilitate approval by the General members, efforts will be taken to present sections of the manual to the Executive to review and recommend to the General members for approval. This process will be done over several months and included in both Executive and General members' monthly meetings between March and May.
 - Updates and changes to the manual are reviewed by the sub-committee, the complete process will end in June.
 - During the year, any member may propose an amendment to the manual by discussing with the President and then presenting a motion. If the member is not an Executive, she will be invited to the Executive meeting to present the motion for discussion and will make recommendations for approval of the amendment. This will be sent to the General members for final approval.
 - The amendment will include the date when it takes effect.
 - The manual is an official CWL Policy & Procedure of St. Patrick's Parish, Markham Council, which may not be altered without following the above steps.

Access to the Manual of Policy and Procedure

- All members will receive a digital copy of the manual.
- The print copy of the manual may be provided when requested.
- The manual will be posted on the website. Any amendments during the year will also be posted.
- All members will be notified when any part of the manual is updated.
- Members will be reminded of the availability of the manual on the website at any time on a regular basis.
- New members will be encouraged to access the manual on the website at any time.

- Amendments to the manual before the annual review and update will follow the process as stated in the review section.

SECTION 2: MEMBERSHIP

General Membership

Membership in the League is established and maintained by payment of the annual prescribed membership fee through a Parish Council, in our locality, the St. Patrick's Parish, Markham Council. The membership fee is determined by each individual Parish Council for each member.

The fee is collected when one signs up for membership. The membership fee includes the following:

- a. *"Per capita fees"*. Each level of the League (National, Regional, Diocesan) is financed by Parish Councils and receives the greater portion of the fee paid by each member. The different levels provide leadership, develop programs, and express the League's concerns and positions on specific issues to government and other organizations.
- b. The National level uses the fees to finance its operation and production of *The Canadian League* magazine which individual members receive three times a year. The office also finances the production and updates of resource materials that are used by all levels of the League. It maintains a membership database for Parish Councils to use for updates of relevant information for historical purposes such as years of membership.
- c. The fee collected by the Regional and Diocesan levels is used to cover expenses from hosting conventions, regional meetings and various expenses for training and support of members at the parish level.
- d. A commercial general liability insurance is provided to the Council to cover all members acting within the scope of their duties as assigned by or on behalf of the St. Patrick's Parish, Markham Council. (For complete detail, refer to the National Manual of Policy and Procedure or contact the National League office)
- e. In addition, an amount is allocated for the Parish Council's operating expenses.

Role and Responsibilities of Organizational Chair

- Recruit Members

- Administer the Council's Membership
 - Maintain Membership
 - Leadership Development
- The last Sunday in January is designated CWL Membership Sunday. The Executive may also choose other dates. Although membership drives occur as early as October the previous year, anyone can join the Council at any time during the year.
 - If membership is paid in October or later in the year (November to December), the fee is considered payment for membership the following year unless there is expressed intent that the membership is applied to the current year so she can start receiving benefits from all levels of the League and the Parish Council. These benefits include receiving *The Canadian League* magazine, participating in the Parish Council election and other activities deemed only to be for "paid members only".
 - However, Councils are encouraged to recruit new members and renewals anytime during the year.
 - New members and renewing members complete the Membership Form prepared by the Council, available either online on the website <https://stpatrickscwl.ca/> or request a printed copy available from the Membership team.
 - The form is accompanied by the payment of membership fees.

Recruit Members

For this role, the Chair is responsible for the following:

- Promote the League to recruit new members.
- Conduct membership campaigns beginning October 1st.
- Inform members of the membership fee applicable for the year.

Administer the Council's Membership

- Verify the accuracy of members' records on the National Administration website for membership. This includes new members, renewing members and transfers from one Council to another.
- Together with the Treasurer, reconcile membership registration and membership fees received prior to submitting online to the National Office.
- Enter payment for new members and renewing members.
- For membership fees collected from October of the previous year to the end of February current year, the per capita fee must be remitted February 28th.
- From March onwards, any membership fees received, the per capita fees should be submitted monthly.

Maintain Membership

Another important role of the Chair is to maintain membership. To achieve this, the following are suggested:

- To enlist new members or renew past memberships, personal contact is the most effective method. ASK THEM, one-to-one; personally, inviting a woman to join the League has been proven to be effective.
- To include members in planning for the activities of the Council.
- To identify the needs of the members and bring this up for discussion with the Executive.

Enhance Relationship

In addition to membership drive, the Chair should enhance relationships among members with the following suggestions:

- Encourage the use of personal contact for enlisting new members or renewing past memberships.
- Organize a telephone committee to invite members to monthly meetings and special events.
- Present new members with a New Member Kit, which contains items determined by the Executive.

- Encourage sharing of milestones in a member's life such as birthdays and anniversaries. This information may be posted on the website once permission is granted by the member.
- Death of a Council member or family members will be supported with a mass card, ceremony at the church if a member, or a plant/flower arrangement.

Leadership Development

The Chair is also responsible for the Council members' leadership development. This responsibility includes these recommendations:

- Organize orientation and Council's development programs.
- Promote and encourage attendance of members at League functions, development days, workshops, training days, and conventions.
- Promote long-range planning for all standing committees.

Categories of Membership

A brief description, and criteria for each follows:

- **General Membership:** A Catholic woman 18 years of age or over may become a member with voting privileges and with eligibility for office by election and appointment.
- **Life Membership:** A member, nominated by a diocesan or provincial Council, fulfilling the criteria established by the national executive, may be awarded a life membership in the National Council. Life membership is not intended to be a reward for years of service or a retirement gift. It entails responsibility. The National Council requires support and active service from its life members. Among some of the criteria are the following:
 - Must be a member in good standing for at least 10 years.
 - Must have held executive positions at diocesan level for a minimum of 4 years.
 - Must have held executive positions at provincial level for a minimum of 4 years, not to include term served as diocesan president,

- Must be available and willing to continue to serve the League at national level on committees, preparing briefs, researching reports and resolutions, facilitating workshops, and attending conferences at the request of the national president.

Note: For detailed criteria and process for nomination and approval procedure for Life Membership, refer to the National Manual of Policy and Procedure, 2023.

- **Honorary Life Member:** A member who has served as National President.
- **Associate Membership:** A Non-Catholic woman 18 years or over may become a member with voting privileges, but without eligibility for office by election or appointment.

Types of Membership

Each member can choose any of the following and may change at any time. Notify any Executive to change the type chosen in the membership form.

- **Fully Active** – pay the membership fee and take part in all the activities of the Council.
- **Partially Active** – pay the membership fee and will take part in activities when they have time.
- **Financially supportive** – pay the membership fee but cannot take part currently for specific reasons however, she supports the local and National level of organization and wishes to keep current on Council activities through the League magazine.
- **Prayer partner** – pay membership fee and be included in the prayer life of the Council.

Note: Regardless of the category or type of membership chosen, the membership fee is the same for ALL who sign up or are nominated.

Member Entitlement

A paid-up membership entitles the member:

- To voting privileges, where applicable and eligibility for office by election or by appointment.

- To receive a copy of *The Canadian League* magazine.
- To participate in selected activities sponsored by the League such as conventions, workshops, and training sessions. The Parish Council may also invite members to participate in church-sponsored activities and community outreach.

Installation of Officers

The Parish Executive is installed immediately after the election, preferably at the beginning of the year. If an election is held in November for the term beginning the following year, the installation must occur no later than February, along with the induction of new members.

Induction of New Members

In the 2nd year of the term, the new members are inducted no later than June, and if new members sign up later than June, they must be included in the following year's induction.

Note: *Details of the Members ceremony may be found in the Handbook for Spiritual Advisors Ceremonies Booklet available from the National Office or website, www.cwl.ca.*

On-Line Membership Process

- The on-line process to register membership for new and renewal membership are available on the website. Members should be encouraged to select this method as their first choice.
- Payment of membership fee is also available online by e-transfer.
- If registration is preferred by submitting a manual form, the renewing or new member may contact the Membership Chair for assistance.
- If payment of membership is done by cash or cheque, this can be brought to the church office or, by calling the Membership Chair for assistance.

Transfer of Membership

- Council members can transfer membership to another Council at any time during the year. The transfer is initiated by the member wishing to transfer following these steps:

- Member completes Transfer Form or submits request to cwlstpatricks@gmail.com of wish to transfer to another Council by providing the following information:
 - Name, Postal Address, telephone number, email address, From Council (T – 132), To Council ID (if known), and effective date.
- Membership Chair submits transfer online on CWL Administration for National Office.
- Verify the updated list from National to ensure that the name of the member is no longer in the updated list for the Council. Verification can be followed up with National to ensure that the member’s records are transferred to another Parish Council.
- Membership Chair to notify the member that the transfer of records is completed by the National Office.

Register Deceased Members

- After confirmation or notification of a member’s death, the Membership Chair registers deceased members online via CWL Administration to inform the National Office.

Volunteer and Participation Opportunities

There are various opportunities for members and non-members who may wish to participate in the Council’s activities. Among these are:

For Members

- Membership drives.
- Various responsibilities during events such as social occasions, fundraising drives, events-sponsored, and spiritual activities held at the parish or by virtual means.
- Use of social media processes.
- Outreach activities.

For Non-Members

- Participation in social activities, promoting fundraising drives, events-sponsored and spiritual activities held at the parish or by virtual means, participation, or attendance at fundraisers.
- Participation in activities will be upon invitation.

SECTION 3: RECOGNITION of MEMBERS

CWL encourages participation of women to serve in the church and the community. The program of recognition at St. Patrick's Parish Council aims to:

- Acknowledge new members who sign up to become involved with other women in the service of God, to others, and the country.
- Recognize current members who rendered years of dedicated service.
- Give appreciation to those who have provided exceptional service to the Council.
- Acknowledge and show gratitude to the President and Past President for accepting the responsibilities and the commitment to community service.

The various awards are pins, certificates, scrolls or gifts of appreciation. These are:

League Insignia Pins

The Insignia pin is given to new members who sign up for membership. Its objective is to recognize those who made the decision to join a sisterhood of Catholic women to do service to others. The insignia pin should be worn with pride by every member.

Service Pins

After the first year, the members receive service pins in 5-year increments. The Organization Chair takes care of ordering the pins and are given to those with at least 5 years of paid membership. These are available from National, i.e., 5-year pin, 10-year, 15-year, etc.

The National Office maintains a database of current members. The list includes a column titled "Years of Service", which is the number of years each member has paid the membership fee. The list is used to guide the Organization Chair to select those with applicable rendered years of service in increments of 5 years. She then orders the pins from National.

President Pin

The pin is worn by the President during her term of office and is passed on to her successor.

Past President Pin

The Past President pin is presented to an outgoing President. It is the most appropriate and meaningful gift a Council can give in recognition of her previous service as President.

Pin Protocol

Members may wear more than one pin at any given time.

Certificate of Merit

Certificate of Merit Awards are given by the Council to recognize members who have served in an outstanding manner, have gone over and beyond ordinary routine to help with Council events. The criteria is set up by the Executive as to the type of and qualifications for the award. This is done on an annual basis.

Membership Scroll

Membership scrolls are available for presentation to members who have served the League for a total of 25 years or more. These scrolls have the League crest on a gold seal and are signed by the National President. Any number of years over 25 can be inscribed in the scroll.

Gift of Appreciation

A small gift of appreciation (if budget allows) may be given to a member (not an Executive) who consistently takes on extra duties. For example, the telephone callers who volunteer to contact members for reminders when meetings and events are scheduled.

The President or the Organization Chair will identify the member and present it to the Executive for approval to receive the gift of appreciation.

Any additional recognition for receiving the gift of appreciation may be considered annually and presented to the Executive for approval.

Presentation

The pins, certificates, scroll and gifts of appreciation must be ordered and purchased well in advance so that they are presented at the same time at the annual Mother's Day Celebration or at any other special occasion designated by the Executive officers.

SECTION 4: PROTOCOL for DECEASED MEMBERS and IMMEDIATE FAMILY

Death of Member

When a member of a Parish Council dies, all members share in the loss. Members should console mourners and support them with appropriate acts of kindness, such as assisting mourners with routine daily tasks and offering assistance of any kind to the family so they may focus on planning the funeral. This will give the family time to be together in mutual support and comfort.

The Executive will take the lead in this task. A Council Executive will volunteer or is assigned to contact the family to express condolence and offer help on behalf of the St. Patrick's Parish, Markham Council.

- The member should also explain how the CWL could be involved with respect to an honour guard, procession, and vigil prayers at the church or, at the funeral home.
- Permission from the family, parish priest, and funeral director, if applicable will be requested, and the decision must be respected.
- Offer other assistance the family may need.
- A situation may arise in which the deceased has not paid her membership fees for several years because of the following reasons: she may have been in a personal care home or her health was such that she was unable to renew her membership. Whatever the reason, the Council members are requested to respect that the deceased member supported the League in the past and an honour guard would be appropriate.
- Members should visit the funeral home/church as a group.
- When signing the guest book, indicate CWL.
- The President or her designate should lead the vigil prayers that are in the Ceremonies Handbook available under the 600 Series Manual of Resources on the National Website (www.cwl.ca).
- Members should be contacted by email and/or phone to inform and request for volunteers to form an honour guard at the funeral. They could wear CWL scarves, stoles, armbands, or crest buttons and their League pin.

Honour Guard

- A CWL honour guard is usually only provided for a deceased member.
- Request permission from the Parish office to have an honour guard at the church during the mass and provide the contact no., preferably the Organization Chair.
- If the funeral is held in another Parish other than St. Patrick's, ask permission from the church authority to plan an honour guard for the funeral.
- One member should be appointed to be responsible for order during the funeral and an accompanying honour guard to:
 - Instruct members where to sit or stand.
 - Distribute roses.
 - Communicate with the presider and/or the funeral director if needed.
- Line up and stand on either side of the main aisle starting the back of the church.
- Members sit at the end of the pews lining the aisle of the church, beginning from back to front, and depending on the number of members present.
- Each member stands holding a red/white rose as the procession enters and leaves the church.
- Collect the roses (red/white) and give them to any family member to put on the casket/grave.

Death of Immediate Family

- When an immediate family of a member, (spouse, parents) mass at St. Patrick's Parish is offered. For children and siblings, a mass or a condolence card may be offered as appropriate.
- Once the event is known, the President or Secretary contacts the family and offers condolences on behalf of the Council.
- Request permission from the family if CWL can have a mass at St. Patrick's Parish. If the family agrees, ask when it might be possible, then send information to members.

SECTION 5: EXECUTIVE ROLES and RESPONSIBILITIES

The Catholic Women's League is composed of the Parish, Diocesan, Provincial Councils, and a National Council.

Composition of Councils

1. **Parish Council:** is composed of the individual members.
2. **Diocesan Council:** is composed of its officers, presidents of parish councils in the diocese, parish delegates accredited to the diocesan convention, and honorary life members and life members holding a membership in the diocese.
3. **Provincial Councils:** is composed of its officers, presidents of diocesan councils in the province, diocesan and parish delegates accredited to the provincial convention, and honorary life members and life members holding a membership in the province.
4. **National Council:** is composed of its officers, presidents of provincial councils, honorary life members, life members and provincial and diocesan delegates accredited to the national convention.

Composition of St. Patrick's Parish, Markham Council

The Parish Council referred to in the Manual of Policy and Procedure applies to the CWL St. Patrick's Parish, Markham Council.

- The Parish Council is composed of individual members.
- The Parish Executive is composed of the elected/appointed officers of the Council (8).

Roles of the Executive

1. To direct and administer the affairs of the League within the parish.
2. To coordinate and organize programs to promote the objectives of the League.
3. To represent Council members in spiritual, social, and political issues within the community.
4. To develop Council policies, procedures, and long-term planning.
5. To promote the League within the parish.

Responsibilities

1. To direct and administer the affairs of the League within the parish.

- Collect membership fees and remit per capita fees to the National Office, respecting deadline dates.
- Support diocesan, provincial, and national levels through per capita fees.
- Decide, by vote at a General meeting, on amendments to the Constitution and Bylaws, increase in per capita fees, and elections of diocesan officers, giving an instructed vote to the President to take to the diocesan convention.
- Discuss resolutions, and give direction to the President and accredited delegates to take to the diocesan convention.
- Adapt the work of standing committees to the needs of members and parish, be flexible in seeking ways to interest and activate members, and seek help from diocesan executives if needed.
- Be aware of the work of the League at parish, diocesan (regional), provincial, and national levels.
- Complete annual report forms from the diocesan Chair of Organization.
- Ensure that the budget allows for the full member of voting/accredited delegates to attend conventions.
- Hold executive meetings prior to each regular meeting to discuss current and future business plans, to prepare recommendations, and to plan the program for the General meeting.
- Maintain parish archives in a secure facility, preferably on church property.
- Notify national office and the diocesan and provincial spiritual development Chairs when a member dies, using the appropriate form.
- Plan monthly General meetings, with an annual meeting in January or February.

2. To coordinate and organize programs to promote the objects of the League.

- Implement projects/programs at the St. Patrick's Parish Council and as directed from other levels.

- Provide education and leadership development for members.
- Provide enrichment programs for members, using League resources where possible.
- Plan a spiritual program to begin every General meeting.
- Recognize and celebrate members' contributions to the League/Council with awards such as service pins, certificates of merit, membership scrolls and the "Maple service pin".

3. To represent League/Council members in spiritual, social, and political issues with the community.

- Set up programs for community service as needed, as a sign of the church in the community.
- Take action on resolutions adopted at diocesan, provincial, and national conventions.
- Promote and participate in local World Day of Prayer activities (1st Friday of March).
- Support and participate in activities of the diocesan church.
- Promote and engage in inter-council communication.
- Carry the parish vote at the diocesan level of CWL.
- Ensure that the full number of voting and accredited delegates attend conventions.

4. To develop League/Council policy and long-term planning.

- Prepare short and long-term plans for activities.
- Prepare an annual budget.
- Review and update the Parish Council Manual of Policy and Procedure.
- Keep a book of motions.
- Discuss topics of concern to be addressed by resolution.

- Collect resource material and request diocesan help to work through the resolution process.

5. To promote the League within the parish.

- Recruit and maintain members – reach out to all women of the parish encouraging them to become members.
- Be actively involved in the January recruitment membership drive; use promotional material from the national Chair of Organization or from the “Leading the League” manual available from the National website (www.cwl.ca).
- Inform all members about communiques from other levels.
- Encourage attendance at diocesan (and regional) workshops or training sessions.
- Have representation at the parish pastoral council, and take an active interest in other parish activities.
- Be a source of sisterhood and support for each other.
- Provide an honour guard for deceased members.

SECTION 6: ELECTIONS

Term of Office

2 years, beginning January 1st of the year following the election.

Eligibility

- All members who have paid their membership fee for the current year.
- A member shall hold only one office at a time with the exception when a position is not filled during election time. The President may appoint another officer to the unfilled position if no one else among the members will volunteer.
- An elected or appointed officer shall serve but not exceed one full term in the same office, except the Chairs of the standing committee and the Treasurer who may be elected to a second term. A Chair shall be assigned a different standing committee to chair in her second term.
- If the time served by an appointed officer is more than one year, it shall be considered a full term.

Executive Positions to Fill

- President
- Vice-President
- Treasurer – the current Treasurer who is completing her term of two years is eligible for nomination to a second term for a total of four years.
- Secretary – this position fulfills both recording of minutes and corresponding to communications.
- Past President – the current President carries out this position for the following term.
- Three Standing Committee Chairs: Faith, Service, Social Justice. These positions are not elected to a particular committee but appointed to one by the President after the election. Standing Committee Chairs who are completing their term of

two years are eligible to stand again for election but will take on a new Committee Chair position in the following term.

Experience Required

- For most positions, no experience is required, just enthusiasm and a willingness to serve.
- If standing for the Treasurer position, the candidate should have some experience with keeping financial records.
- If standing for the Secretary position, the candidate should have access to a computer. Availability of a printer will help if printed copies of relevant materials are required, i.e. minutes of meetings, agenda, etc.

Process

The Executive will set a date of the Election. Elections must occur no later than November during the 2nd year of the term. This may coincide at a General Membership meeting, or at a date specifically assigned for election.

Responsibilities of the Committee

- Where there is a Vice-President, she must be contacted by the Chair to affirm her willingness to assume the office of President. If the office of Vice-President is vacant, or was appointed, nominations should be sought for the office of President from the membership.
- The Chair of the committee will be asked to assist in preparing the list, and forms required.

Two months before elections

- The President appoints a nominations and elections committee composed of 3 members who will elect their Chair.
- All 3 members will not be eligible for nomination to the Executive.
- The Spiritual Advisor is an ex-officio member of the committee.
- The President will not be an ex-officio member of the committee.

A month before election

- The Committee prepares the list of positions open for nomination, a list of eligible members and nomination forms. The nomination committee hands out nomination forms and a list of those eligible for nomination to all members, through email, postal mail, by hand delivery or a drop off at the CWL mail slot at the Parish office.
- The nomination forms are sent back by members to the chair of the committee either through email, postal mail, hand delivery, or a drop off at the CWL mail slot at the Parish office, ensuring confidentiality.
- The Committee will meet and list the nominees. The Chair will call the nominees by phone to ask if they will stand for the position or positions they have been nominated to. If only one candidate is nominated for any position, she will be asked if she will accept the position.
- Members may be nominated for and accept a nomination to more than one position but will be elected only to one.
- Members may nominate themselves as well as others.
- This process is confidential. Do not disclose to others (other than the committee members) the number and names of nominees and who nominated them.

The night of the election

- Before the start of voting, ensure quorum is present. There are three options available to the Council members in the nomination and voting process. These are:
 - in-person meeting, or
 - virtual meeting, or
 - a combination of in-person and virtual meeting.
- The following steps are applicable to all options. Slight modifications will be considered for each option, but confidentiality is always observed.
- In an in-person meeting, the President will ask the current officers to leave the head table.

- The President will remain during the election process and will appoint someone who is not running for office to take the minutes of the election process. The meeting will not be adjourned until after the election is complete.
- The President will call on the Chair of Elections to give a report on the nomination process and explain how the election process will proceed.
- The process that follows requires confidentiality: do not disclose to others other than the committee members who nominated them.
- The committee will show, 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 will then introduce 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.
- In an in-person meeting for positions where more than one has accepted the nomination the members vote by secret ballot. Ballots will be counted by the committee, and the results will be passed on to the President to announce. The successful candidate is the one who receives the most votes.
- At a virtual meeting, the nominees for the position will exit the meeting, and the members will vote by show of hands. Once the voting is done, the nominees can re-enter the meeting and the results will be disclosed. This is repeated until all the positions are filled.
- For elections of standing committee chairs, the chair will inform how many positions are required (three). If only three names are on the ballot, the President will ask for a motion to declare these candidates elected. If not, there will be a ballot and members will be asked to list only sufficient names to meet the positions open.
- Candidates will be asked to leave the meeting and the remaining members will vote by show of hands. The successful candidates will be chosen from those who have the highest number of votes to fill the required number of positions. The candidates can re-enter the meeting and the results will be disclosed.
- If any positions are not filled, the new President may appoint a member to fill up the vacant position/s after discussing this with her new Executive. This will be done at the first meeting of the new Executive.

- The outgoing President will introduce the new Executive in the December meeting. This will include any standing committee chair positions that are not filled after the election.
- The new Executive is installed as soon as possible and takes over responsibility at the next Executive meeting following the election.
- If voting is chosen by a combination of virtual and in-person, the applicable protocol from both options is followed.

Responsibilities of Members

Members are encouraged to participate in the election process by:

- Standing for office.
- Attending the meeting when elections are held.
- Participating in the voting process.
- Maintain confidentiality as required at any time during the election process.
- Provide support to the elected/appointed officers of the Council.
- Attending the installation service of the new officers.

*When you were installed as members of CWL
you made a promise to promote the interest and growth
of the League in every way, one way to fulfill that is to take your turn
on the Executive. The Council belongs to the members and its success is our
responsibility. We all have individual gifts – given to us by God to be used to
serve the people of God. It is important that we all take our turn in offering this
service to our Council, so that the League may benefit from our unique talents.*

SECTION 7: OFFICERS DUTIES and RESPONSIBILITIES

Officers at St. Patrick's Parish, Markham Council

- President
- Vice-President
- Secretary
- Treasurer
- Past President
- Chairs of standing committees: (Faith, Service, Social Justice)

Officers are members of the Executive and are expected to attend all meetings and report regularly. If an officer will be absent, she should inform the President and arrange to send a report, if she has one, in advance of the meeting.

In addition to the responsibilities listed, the suggested included duties should be considered.

Responsibilities and Duties

President

The responsibilities of the President, as the chief officer, includes:

- Inform the membership of the position of the League and Council on current issues and priorities and new programs.
- Foster open communication with the spiritual advisor on all League and Council matters.
- Preside at all meetings of the Council.
- Be a signing officer for all official documents.
- Provide active leadership.
- Initiate policy, in consultation with the officers of the Council concerned.
- Keep fully informed on the operation of the League and Council and report annually to the membership.

- Be an advisory member of all committees except the nominations and elections committee.
- Be the official spokesperson for the Council.
- Perform such other duties as may be incumbent upon her office.
- Appoint committees.

Duties

The President sets the agenda for all the meetings of the Council. Other members may send the request of items to be included or may consider adding to the agenda at the meeting.

- Special meetings are set up by the Executive or the General members. These are initiated by the President or any member with the adoption of a motion by members at a General meeting. Examples are event planning committees, election committees, etc. The motion should include:
 - Number of members to be appointed by the president.
 - Instructions as to purpose/task.
 - Allowable expenses, if applicable.

Vice-President

The Vice-President shall:

- Become president automatically after serving her elected term as vice-president.
- Perform the duties of the president in the president's absence or inability to serve.
- Recruit members and maintain membership.
- Develop Council resource material.
- Ensure annual reports are completed.
- Be responsible for members' development and leadership training.
- Perform such other duties as may be delegated to her by the president.

Duties

- The vice-president must become aware of organizational requirements and current activities of the Council to be prepared to fill in for the president at the meeting.

Secretary

The Secretary shall:

- Record the minutes of all meetings of the Council concerned and retain them as a permanent record.
- Be a signing officer for all official documents.
- Have charge of all papers and records of the Council.
- Be responsible for all reports as required.
- Attend to correspondence as required.
- Be responsible for communications to Council members.

Duties

- The Secretary may assist the President in preparing the agenda of executive and General meetings.
- A record of approved motions, including effective dates, names of movers and seconders must be maintained separate from the minutes. In December, the record is to be given to the Past President to include in the updates of the manual of policy and procedure as needed.
- Minutes of meetings must be sent to members well in advance for members to review and presented for approval at the next meeting.

Treasurer

The Treasurer shall:

- Maintain the financial records of the Council concerned and have them appropriately audited or examined annually.
- Receive all Council monies and pay all accounts as authorized.

- Be a signing officer for all official documents.
- Present a report of revenues and expenditures at meetings.
- Prepare and monitor the annual budget.
- Prepare annual reports such as lists of donors, annual financial reports, etc.

Duties

- Once the year-end financial statements are approved, in consultation with the Executive, the Treasurer drafts a budget for the following fiscal year. During the first year of the new term, the consultation begins with the President and the Past President. In the 2nd year of the term the Treasurer and the President present the budget to the executive for recommendation of approval by the General Members.
- The Treasurer receives the payment (e-transfer, cash, cheque) for membership. Since the Vice President submits the list of paid members to the National Office to withdraw the per capita fee, and update the records kept in the database, the list must be reconciled with the payment received.

Past-President

The Past President shall:

- Serve in a consultative capacity.
- Be responsible for archives and history.
- Facilitate the study and implementation of the Constitution & Bylaws.
- Perform other duties as assigned by the president.

Duties:

- The Past President in addition to the accountabilities above must be responsible for reviewing bi-annually the Council's Manual of Policy and Procedure for any needed additions, deletions, and corrections. All changes must be brought to the membership for approval before amending the manual. Consult records of motions passed in the previous year, changes in the Constitution and Bylaws, including changes in the National Manual of Policy and Procedure. Any new items in government policies that are relevant to the CWL are also researched as

needed. Examples are policies from Health Canada, compliance with fund-raising protocols, media, etc.

- The Past President must also be responsible for resolutions that warrant the submission to National. It must begin with a correspondence through the proper channel (Toronto Diocesan Council). Consult with the National Manual of Resolutions and Legislation for the process.

Standing Committees (Faith, Service, Social Justice)

The core purpose of the CWL is to unite Catholic women to grow in faith, and promote social justice through service to the church, Canada and the world. Through the core values of faith, service and social justice, members are called to *“grow in faith, and to witness to the love of God through ministry and service”* (Mission Statement).

Through the work of these three standing committees, that reflect the core values, “The Catholic Women’s League of Canada will become an inclusive and engaged community of Catholic women inspired by faith.” The members will be vital participants in the church, valued partners for social justice, respected advocates at all government levels, and connected to the world.

Chairs shall be elected; if insufficient numbers are elected, appointments may be made by the President in consultation with the Executive and Spiritual Advisor. Immediately after the annual meeting of members, the elected officers shall meet for the assignment of standing committees from the following designated list.

Faith

Chair of faith shall evangelize, promote spiritual growth, and encourage all levels to:

- pray, individually and communally,
- uphold the sanctity of life,
- study Catholic teachings,
- stress the importance of the role of women in the church,
- foster vocations,
- advance ecumenical and interfaith endeavours.

Spiritual development is the essence of the League. Its core value of faith is what sets it apart from all other women's organizations.

Service

Chair of service shall encourage all levels to:

- promote activities in service to members, the parish, and the community,
- advocate for and support services that include but are not limited to homelessness, human trafficking, poverty, bullying, and racism,
- educate members about charitable needs, especially mission assistance at home and abroad.

The League and its members have provided service to members in their time of need, to their parish, their local community, the country, and the world. The CWL St. Patrick's Parish Council subscribed to this objective in the realization of making our local community prosperous.

Social Justice

Chair of social justice, guided by Catholic social teaching, shall encourage all levels to:

- uphold the life and dignity of the human person,
- advocate for the poor and the vulnerable and their inclusion in society,
- advocate for the dignity of work and the equal rights of workers,
- care for God's creation,
- educate members and keep them informed of relevant social justice issues,
- initiate resolutions on relevant issues.
- The League is a respected advocate at all government levels. Social justice is critical in supporting this endeavour and is vital to accomplishing several objectives of the League.
- Social justice enables the League and the local Parish Council to affect change in areas like policies and legislation within various levels of government.
- Social justice is guided by Catholic teaching.

Composition of the Standing Committees

Standing committees are the cornerstone of the CWL. Standing committees are led by a chair. She is encouraged to appoint assistants who will be named “sub-committee chairs” and who will report to her regularly.

Responsibilities of Committee Chairs

- Summarize memos or communications from other levels of the CWL.
- Prepare a report of the committee activities and report this at the Executive and General members’ meetings.
- Include plans for future activities in the report.
- Submit a copy of the report to the Secretary to be kept on file.
- In consultation with the President, appoint sub-committee chairs, as needed for support of activities that are planned.

Responsibilities of Sub-Committee Chairs

- Become more knowledgeable about the committee in general.
- Be aware of what is happening locally, provincially, nationally, and internationally through newspapers, newsletters/magazines, television, annual reports, local speakers and/or resource persons.
- Determine which aspects of the issue would/should concern the Council.
- Maintain regular contact with the Chair, keeping her informed about:
 - Upcoming events relevant to the sub-committee.
 - Changing situations in the parish and local community.
 - Any special emphasis needed.
 - Be prepared to attend meetings, conferences, and seminars, with the approval of the chair.
 - Send information to the chair for circulation to avoid duplication of effort.
 - Send a brief report of the work accomplished.

- o The sub-committee chair shall serve the same term as the chair. A second term may be served at the discretion of the new chair.

New Structure of the Executive

The Constitution and ByLaws of the League was amended in 2022. Among the changes included in the Constitution are changes in the structure of the Executive. At St. Patrick's Parish, Markham Council the change is effective 2024 after the term of office for 2021-2023 is over. Since the election was held in 2021, a year prior the changes became effective the current officers are still under the old structure.

To assist members in determining the roles and responsibilities of the Executive in the new structure, below is a table of guidelines to illustrate the responsibilities of the Standing Committee Chair, comparing the new with the old structure.

Guidelines by Standing Committee Responsibilities per Constitution and By-Laws

Responsibility	Previous Chair	Future Officer
Spiritual growth of members	Spiritual Development	Faith
Study of Catholic Teachings	Spiritual Development	Faith
Role of women in the church	Spiritual Development	Faith
Evangelization and mission assistance	Spiritual Development	Service
Lay ministries	Spiritual Development	Faith
Ecumenism and interfaith endeavours	Spiritual Development	Faith
Recruit members and maintain membership	Organization	Vice-president
Leadership Development	Organization	Vice-president

League resource material	Organization	Vice-President
Annual reports	Organization	Vice-president
Life membership	Organization	Vice-president
Marriage and family	Christian Family Life	Service
Sanctity of life	Christian Family Life	Faith
Ministry to various vocations	Christian Family Life	Service, Faith
Dignity and rights of persons	Community Life	Social Justice
Social and economic justice	Community Life	Social Justice
Refugees, immigration and citizenship	Community Life	Service
Development and Peace	Community Life	Service
Developing Countries	Community Life	Service
Catholic Education	Education and Health	Service
Literacy and continuing education	Education and Health	Service
Scholarships and bursaries	Education and Health	Service
Wellness and sickness/disease	Education and Health	Service
Environment	Education and Health	Social Justice

Genetics	Education and Health	Social Justice
<i>The Canadian League</i> magazine	Communications	Secretary
Media - various	Communications	Secretary
Media relations	Communications	Secretary
Research and preparation of resolutions and briefs	Resolutions	Social Justice
Study and implementation of resolutions	Resolutions	Social Justice
Presentations of resolutions to government	Resolutions	Social Justice
Monitor and study legislation	Legislation	Social Justice
Preparation of briefs on proposed legislation	Legislation	Social Justice
Liaison with pastoral Councils	Parish Activities	Service
Parish assistance	Parish Activities	Service
Pornography	Communications	Service

SECTION 8: MEETINGS

- All meetings may be held virtually, in-person, or hybrid.
- In the case of government-declared emergencies, Parish Council meetings, as required, may be held only by virtual means for the purpose of making decisions to keep the Council operational in exceptional circumstances.
- A partial virtual meeting (hybrid), where some participants attend in person and others participate through a digital channel that allows participants to communicate adequately with each other during the meetings, is permitted according to the *Canada Not-for-Profit Corporations Act*.
- Motions made at meetings held totally virtual must be ratified at the next in-person or hybrid meeting.
- The Council should acknowledge territory before all meetings and gatherings.
- The President has the overall responsibility for most of the meeting preparation. However, detail can be delegated to other officers or members.

Executive Meetings

Timing

- A meeting of the Executive is held monthly except July and August, usually the first Thursday of the month.
- If church facilities are used for in-person meetings, the church administration will provide a form to the President for selection of dates to schedule meetings and events for the following year.
- If meetings are done virtually, the President will present an annual schedule of monthly dates to the Executive.
- The meeting is to plan for the General meeting and all upcoming and past items of business to be discussed in full.
- The meetings will not exceed 2 hours unless approved by participating members.
- Minutes of previous meetings should be presented in bullet form and be concise and brief.

- Notice of agenda will be sent through email by the President or the Secretary at least two days prior to the scheduled meeting. Special arrangements will be made to those without an email address.
- If an item requires a motion and a vote and a quorum is not present, then that item must be held over to the next meeting.

Plan

- The President and the Secretary will set the agenda and make it available to all during the meeting.
- Any member wishing new business to be added to the agenda must do the following:
 - For notice of upcoming events relevant to the Parish or CWL, speak at the New Business section. Prior notification to the President is not required.
 - For any policy or issue which will require a discussion and/or motion, notify the President in advance of the meeting so that it may be evaluated as to whether it will fit into the meeting as planned.
 - The New Business section will not cause the meeting to exceed 2 hours in length. Therefore, some items may be deferred to a future meeting.

General Members Meetings

Timing

- A meeting of the General members is held monthly except July and August, usually the second Wednesday of the month. If church facilities are used for the meeting, the church administration will work with the President for an annual schedule of monthly meetings.
- If meetings are held virtually, the President will present an annual schedule of monthly meetings to the General members. Special dates that may coincide with the regular meetings are to be re-scheduled in advance (i.e., holy week, Christmas holidays).
- The meetings will not exceed 2 hours.
- Family members, friends, and community members are invited when events are being celebrated at the General meeting.

- Celebrations and presentations i.e., Mother’s Day, Christmas, St. Patrick’s Day, seminars, and workshops organized by CWL or organized by supporters of our Council are held to coincide with the General members meeting.
- If celebrations and presentations including the business part of the meeting are anticipated to last beyond 2 hours, the members will be advised to “feel free to leave”.
- In this circumstance, the agenda will be rearranged to place the business part of the meeting before the celebration/presentation to fulfill the requirements of the meeting. Or, some parts of the business agenda may be deferred to a future meeting.
- The Spiritual Advisor is invited to preside at the opening or closing prayers.

Plan

- The President and the Secretary will set the agenda and make it available to all during the meeting.
- Any member wishing new business to be added to the agenda must do the following:
 - For notice of upcoming events relevant to the CWL, speak at the New Business section. Prior notification to the President is not required.
 - For any policy or issue which will require a discussion and/or motion, notify the President in advance of the meeting so that it may be evaluated as to whether it will fit into the meeting as planned.
- The President should be made aware of any non-member attending, prior the start of the meeting e.g., guest, speaker, performer, potential member, etc.
- Minutes from the previous meeting are to be read out to the General members or displayed on the screen for all to read. Minutes should be typed in bullet form and be concise and brief.
- The Secretary is responsible for bringing the binder with her with all the past minutes for the current and past term of office to the meetings for reference, if required.

- All copies of written Motions should be filed in a binder and the Secretary is responsible to bring the binder or make available the Motions in all meetings.
- The budget of the Council must be presented to the General members for final approval.
- The President will send notification to the General members if there are emergency expenses that are required and not allocated in the budget previously approved.
- Amendments to the Manual of Policy and Procedure will be presented to the General members as they occur, for approval.
- Annually, if the Manual of Policy and Procedure is revised, it will be presented to the General members for approval.
- The President may participate in the discussion but cannot vote unless in a tie.
- If meeting in person, refreshment of coffee, tea, water, and cookies is provided for General members meetings and served during break time. This is set for the middle, or end of the meeting as decided by the President.
- A request for volunteers to bring baked goods may be made at the General members meeting. If no one volunteers for baked goods, they are to be purchased by the Council.

Components of the Meetings

In General, the focus of meetings over the year will include events sponsored by the Council, (but not limited to):

- 2 Spiritual events: Advent and Lenten Retreats, Stations of the Cross
- 2 Social events: St. Patrick's Day Celebration, Mother's Day Tea, Christmas Celebration
- 2 Social Justice or Health topics: Health and Well-being Forum, Human Trafficking Seminar, Seniors' Dinner, Out of the Cold Dinner, Walkathon
- 1 related to Resolutions or Legislation: review TDC resolutions or annual review of the Manual Policy and Procedure
- Fundraisers: plant sales, Christmas Market, walkathon, etc.
- Donations to charities and voluntary fund allocations
- Annual budget

- Website content
- Communication strategies and recruitment of members

Special Meetings

- Special meetings may be held in addition to the Executive monthly meeting that will require more than 2 hours of the scheduled monthly meetings on topics requiring lengthy discussions, i.e., organization and structure, annual review of the Manual Policy and Procedure, etc.

Emergency Meetings/Discussions

- Emergency meetings/discussions may be conducted by the Executive if decisions will be made because of extenuating circumstances before the next monthly meeting.
- The President or her designated member must chair this meeting/discussion. Any decisions made during this special meeting must be included as information in the next monthly meeting, examples are gifts to departing Pastor or the Assistant or amendments to the Manual.
- Events that are not sponsored by the Council will be considered for discussion at the Executive meetings.

Annual Meeting

- An annual meeting of all members is held at the beginning of the year, preferably in January, and no later than February.
- Discussions at the annual meeting will include the annual plan of activities of the Council; the annual budget is discussed and approved at this meeting.
- At the meeting, the President will be appointing the Chair of each of the standing committees (Faith, Service, Social Justice).

Quorums

Quorums are required for all meetings to occur, this includes regular, annual meetings, special and emergency meetings for both executive and general membership. Observe the following requirements at meetings and when voting for motions and resolutions.

- Only executives are allowed in executive meetings unless invited by the executive.

- Only paid members get to vote on motions and resolutions.
- For motions and resolutions, the majority of either (yes or no) gets passed or defeated.
- Both yes and no votes must be counted and recorded.

For general membership and annual meetings, non-members are allowed to attend when invited but not permitted to participate in any voting process on motions and resolutions.

For any meeting to occur, the following applies:

- Executive meetings (including emergency and special meetings) – majority of Executive, example, five members if there are eight officers.
- General members meeting (including emergency and special meetings) – 10% of General members (currently paid).
- Annual members meeting – 10% of General members (currently paid).

For voting on motions:

- Executive meetings (including emergency and special meetings) – majority of officers present.
- General members meetings (including emergency and special meetings) – majority of members present.
- Annual meeting – majority of members present.

SECTION 9: FINANCE and BUDGET

The CWL St. Patrick's Parish Council is funded by membership fees after deduction of per capita and insurance fees. Funding also comes from proceeds of net income of fundraising events and projects. The amounts are allocated for the Council's operating expenses at the time of planning fundraisers considering donations that will be assigned for charitable purposes.

The net proceeds of sales and fees from above mentioned activities are used to:

- Support charities and non-profit organizations who help those in the community who need assistance or temporary relief from unfortunate life circumstances.
- Fund operating expenses of the Council, training fees for development, and leadership skills.
- Subsidize expenses for Council-sponsored events that promote interests of the members such as retreats, seminars on Human Trafficking, Health and Wellness, and the Mother's Day Celebration.
- Provide costs incurred to welcome new members.
- Finance costs of loyalty pins to award dedicated members celebrating milestone anniversary years of membership.
- Cover the costs related to members' milestone birthdays, anniversaries and funerals.
- Contributions to organizations as identified by the National Office.

The Treasurer has the mandate to oversee the administration of the finance and budget of the Council.

Role of Treasurer

The Treasurer:

- is a signing officer, along with the President for disbursement of funds, a third signing officer is appointed, preferably the Secretary or the Spiritual Advisor,
- collects and disburses all funds required,

- maintains the record of on-line fees deposited directly to the Council's bank,
- deposits to the Council's bank all cash and cheques received,
- sends cheques or e-transfers for payment of per capita fees to National and the Toronto Diocesan Council,
- sends cheques for payment of League magazine subscription,
- sends cheque for the National Voluntary Fund along with the form indicating the amount and organizations being supported. Cheques sent to the National Office are made payable to *The Catholic Women's League of Canada*,
- provides monthly and year-end financial statement to members,
- arranges for the Council books to be reviewed or audited at the end of fiscal year (December 31st),
- maintains a listing of donations given by the Council to charities and non-profit organizations,
- prepares budget, along with the President and Past President, for the year, considering the membership fees, projected revenues, operating expenditures, donations to charities/non-profit organizations,
- conducts periodic reconciliation of membership fees collected with the Organization Chair. This is to ensure fees are deposited in the account before per capita fees are disbursed and sent to National Council and the Toronto Diocesan Council, and
- keeps the financial records of the Council.

Membership Fees

- Fees collected from members is one of the sources for funding activities of the Council. Together with the proceeds of fundraising events, membership fees collected helps support an important aspect of the Council's work in the community - helping those in need through donations. On the National level, portions of these fees also help Canadian charities in fulfilling their objectives.
- At the Parish level, the fees collected are also used to fund the operations of the National, the Diocesan and the Regional Council levels. This is called the per capita fee based on each member.

- Membership fees are Generally unchanged for several years. The following circumstances will trigger an increase in the membership fee:
 - Significant increase in per capita fee from any level of Council (National, Diocesan, Regional).
 - Considerable decrease in the number of memberships.
 - Substantial decrease in revenues from fundraising events including donations.
 - Increase in operational expenses due to rising costs of supplies, materials, use and subscription of communication tools.
 - Significant increase in insurance fee.

Process of Increasing Membership Fees

The following steps are required.

1. Before discussion begins, the President will send an email to the Executive to include in the agenda of the meeting that an increase in membership fees will be discussed. The President will also send an email to General members that the Executive is looking into increasing membership fees. This must occur simultaneously, so all members are notified at the same time. It is important to include the rationale for the increase.
2. The Treasurer and the President will meet to discuss the increase and will present an amount to the rest of the officers. The discussion will include the justification of the increase, the forecast of expenses and impact to the overall mission of the Council. The Past President may be consulted based on previous history.
3. The decision will consider the history of the Council's membership, proceeds from previous fundraising events, the constraints in the ability to undertake fundraising events and the increasing rise in operational costs.
4. Once the decision to increase has been approved by the Executive, the President sends an email to all members to notify that a recommendation to increase the membership fee was reached by the Executive and will be presented at the General meeting for discussion.

5. At the meeting the increase will be presented by a motion and voted on by all members. The effective date of the increase must be at least three months after the decision, i.e., if the effective date is January, motion must be approved by members no later than September. Effective date must be January 1st.

Distribution of Membership Fee

The membership fee beginning in 2023 is \$40.00. This amount is distributed as follows:

Where it is remitted	Amount
National Council	\$25.00
Toronto Diocesan Council	\$4.00
Provincial Council	\$3.00
Regional Council	\$2.00
Liability Insurance	\$2.00
TOTAL	\$36.00

The amount of \$4.00 is the balance of the amount left with the St. Patrick's Parish Council. This is used to budget operating expenses of the Council. In addition, this amount is used to fund donations to charities, both local and national, together with net proceeds from fundraising projects.

General Liability Insurance

Commercial General Liability Insurance is provided to the Parish Council. This is collected at the time membership fee is paid.

Limit of Liability: \$2,000,000. per occurrence or \$5,000,000. annual aggregate

Effective date: January 1st to December 31st annually

Who is covered: All persons acting within the scope of their duties as assigned by or on behalf of a Parish Council of the Catholic Women's League of Canada.

Reimbursements

- Reimbursements are to be made only with receipts provided and reimbursement form is filled out with information such as purpose, i.e., (*purchase of ... for ...*), or (*travel to to attend...*), date, and amount.
- This is to help the Treasurer with record-keeping, proper documentation, and to facilitate the preparation of the annual financial statement. This also helps the Treasurer to determine how much we are spending in a specific area and to ensure that we are not going over the budgeted amount.
- Reimbursements are provided to the Executive for:
 - Car mileage for travel to regional meetings, development days and the Toronto Diocesan Conventions. This is calculated at \$0.50/km. Parking fees are also reimbursed for the same gathering.
- Reimbursements for car mileage and parking fees do not require receipts but a form is filled out and submitted to the Treasurer. This form is available from the Treasurer.
- In addition to the list above, reimbursements are also provided for the following: administrative expenses such as cost of promotion materials, postage, supplies, resource materials, cards (mass, Christmas, thank you, and other cards to wish/greet members), welcome kit items, flowers for milestones, funerals, care packages, snacks at meetings, and other miscellaneous items.
- Administrative costs listed must be included in the budget.
- Once the receipts are provided, the Treasurer will issue the cheque in a timely manner.
- There are 3 signing officers of the Council, the Treasurer, the President, and the Secretary. Only 2 signatures are required for a cheque to be issued. However, any of the 3 signing officers must not have the cheque issued in her name.

Payment and Receipts

- Payment to providers of meals or entertainment for CWL events should always be made by cheque, or in the case of cash payment, an amount not to exceed \$200.00 by signing a mutual receipt.
- If receipts are not available for reasons such as: lost receipt or no receipt received at point of entry, fill out a form to indicate date, what it was for and reason for not providing the receipt. The form must be signed by the Treasurer, President and the individual requesting the reimbursement.

Subsidies

The subsidy of registration and other fees to important events sponsored by the Regional and Diocesan Councils are essential for encouraging greater participation of members. These events showcase the achievement of CWL and is important to share and celebrate with others across the Region.

The Training and Development Days sponsored by the Diocesan are an important part of Council membership. The sessions provide opportunities by giving assistance and increased knowledge to members to be more effective in their roles as Executive or to consider their future in leadership roles.

- Subsidies for training and convention fees are calculated annually based on previous years' fees and must fulfill conditions. The subsidies must:
 - Be included in the annual budget.
 - Approved by members.
 - Have funds available.
- The subsidies are available to all Executive and General members as shown on the following table.

Event	Subsidy	Member Cost
Toronto Diocesan Convention (Registration fee)	100%	n/a
Toronto Diocesan Convention (Banquet fee)	50%	50%
Development Day Training (Registration fee)	100%	n/a

- The Spiritual Advisor is provided by Council with a complimentary ticket for the banquet at the Toronto Diocesan Convention.
- Any member who signs up for these events must complete the attendance of the event or secure a replacement if cancellation is beyond what is allowed for reimbursement by the organizers of the events.

Authorizations

- If there are unplanned expenditures not included in the approved budget, authorization is required through approval of members before incurring the expense. The following must be observed:
 - o Ensure funds are available.
 - o Approved by members.

Accounts Held

- At the beginning of each term of office, the 3 officers (President, Treasurer, Secretary or Spiritual Advisor) will meet in-person with the bank personnel in charge of the Council account to sign the bank contract. If any of the 3 officers do not complete her term of office, obtain another signature card from the bank to change the signing authority.
- The signing officers should not sign their own expense cheques.
- The chequing account is for daily operations.
- Chequing accounts have several purposes: receipt of payments via e-transfer, deposits of cash and cheques, payment of expenses and reimbursements for approved expenses. The account is also used for deposits of payments received i.e., membership fee, donations to the Council and the Council's fundraising

proceeds. Exception to this usage is granted by a motion approved by the Executive.

- Cash and cheques may be delivered, mailed to the Parish Office or with delivery arranged through a call to the Treasurer for further assistance.
- There are two signatures required for any cheques issued. The Treasurer and the President will sign cheques, but if any of the officers is not available, the third authorized individual will sign the cheque.
- The Treasurer and the President will have access to the accounts. This is to ensure uninterrupted service to members for receipt of payments and membership fees. Prompt payment to service providers must also be observed.

Financial Projects

- Financial projects sponsored and co-sponsored by the Council must be presented for discussion and approved by the members before planning and/or incurring any expense. These are:
 - fundraisers,
 - donations to charities,
 - use of membership fees other than mandatory per capita and insurance fees,
 - use of donations received, other than for a specific cause, i.e. Ukraine Aid.
- Disbursement of funds such as subsidies, honorariums, and parking fees to attend conventions and regional meetings are already included in the manual, therefore these funds do not require another approval. If amounts differ from what is in the manual, it must be approved by the General members.

Donations

- Donation to charities and non-profit organizations is an important mission of the CWL. To fund the donations, fundraising is carried out throughout the year.
- There are three kinds of voluntary donations supported by St. Patrick's Parish Council. Two are established by the National Office. These are the:

Permanent Voluntary Funds

Four agencies are permanently assisted by funds from Parish Councils. These are:

- a) Coady International Institute of St. Francis Xavier University, Antigonish, Nova Scotia. The Coady Institute was founded by Dr. Moses Coady who gave leadership to the Antigonish Movement, which promotes the idea that by learning and working together, men and women become “masters of their own destinies”. The Institute offers a 6-month diploma program designed for leaders engaged in the development of people-based organizations in developing countries.
- b) Canadian Catholic Organization for Development and Peace (CCODP). This is Canada’s official Catholic overseas development organization launched by the Canadian Conference of Catholic Bishops. It has supported projects such as grassroots community development, literacy programs, mother and child health care, skills training, agricultural programs, and emergency relief.
- c) Catholic Missions in Canada (CMIC). This fund provides missionaries with the resources they need to catechize mission dioceses located within Canada.
- d) Catholic Near East Welfare Association (CNEWA). The Welfare Association raises funds to support Eastern Catholic churches by building up the church, alleviating poverty, encouraging dialogue, and inspiring hope.

Temporary Voluntary Funds

- Temporary Voluntary Funds are established by the National Office from time to time and will be identified and assigned an expected end date.

Local Charities

- These are selected from a list of organizations supported by the Council. These are charities and non-profit organizations based locally or in Ontario.
- If the desired charity/non-profit organization is not on the list, a motion for approval is required and voted on by the Executive to add to the list. The rationale to consider adding to the list must be considered when making the decision. These details include who they are, their objectives, and where the funds will be used.

- For final selection of the organization(s) to be supported, the General members upon recommendation from the Executive must approve via a motion to select the charities and non-profit organizations who will receive the donations. The process of approving by motion will occur at each fundraising event or at the end of the year, preferably in November when all funds are collected, and disbursement of expenses is completed.
- The Parish must receive donations when events are held at the church facilities.
- Efforts must be made to request the members of the local organization receiving the donation to assist in the fundraising efforts. This will help in achieving the goal of the fundraising.
- If the Council is not able to fundraise enough funds to cover any of the donations, after all relevant expenses are paid, no remittance of funds is made during the year.
- If funds are available at the end of the year, these are remitted in November.
- If the option to provide donations after each fundraising event is chosen and consideration is made by the Executive to retain a sufficient percentage of the proceeds to be used for budgeted expenses for the rest of the year, then the donation may be made after the event.
- The availability of funds and remittance of donations is re-visited every year and provided for in the budget.

When to Choose Charities

- The appropriate timing to identify the charities/non-profit organizations is significant in the overall success of the fundraising activities and management of the Council's annual budget. There are advantages and disadvantages for choosing one over the other.
- There are 2 options to select timing in the selection of organizations who will receive the donation.
 - The 1st option is to choose the organization for distribution of proceeds **before** the fundraising event begins.

- o The 2nd option is to determine the organization to give out at the **end of the year**, in November after all the annual dues and expenses incurred are paid for the year.

The advantages/disadvantages of the 2 options are:

Option 1 (before the event)

- An advantage of choosing this option is that supporters and donors will be aware at the time the event is promoted which organization(s) will be the beneficiaries of the net proceeds. This will encourage them to be more generous in their support. Promotion materials will include the names of the charities/non-profit organizations.
- The disadvantage of this option is not knowing the amount of funds to leave for the Council's operation and other expenses for the remainder of the year. It will be guesswork and is difficult to determine the sufficient percentage to apply.

Option 2 (end of the year)

- The advantage of this option is the knowledge of the total funds available at the end of the year after all Council's expenses and obligations are paid for. This provides greater flexibility in deciding the amount for the disbursements of funds for donations.
- Another advantage of this option is that the process leaves the Council with sufficient funds to start with, for the following year.
- However, this process is disadvantaged by the lack of knowledge for the specific beneficiaries of the fundraising activities by potential supporters at the time of the campaign. A better response from likely supporters may not be realized.

Choice of option

- One recommendation is to do both, one option for a period of one year, followed by the other option the following year.
- The choice of option is decided by the Executive.
- Whatever option is chosen, the members vote on the charities/non-profit organizations who will receive the funds upon recommendation of the Executive.

Honorarium

- A nominal fee is provided to the speaker or presenter at events. These are Council-sponsored events held in-person at the church facilities or held virtually. Examples are presentations and retreats to coincide with the Lenten, Advent, and Christmas celebrations. For seminars, or workshops, topics may include Human Trafficking, Health, and Wellness.
- To start the process of determining the fee, the following guidelines are recommended. Ask the speaker for their fee expectation. If the presenter or speaker declines to specify the fee, the following applies in determining how much to give.

In-Person Events

- If the presentation is less than an hour, consider a fee of \$50.00 - \$75.00.
 - If the presentation is a couple of hours, i.e., 1-3 hour fee is between \$75.00 - \$150.00.
 - If the presentation lasts until the early afternoon, the fee can range from \$150.00 - \$250.00.
- Consider the speaker's qualification and distance traveled in deciding the honorarium.

Virtual events

- For under 1 hour - \$25.00 - \$50.00,
 - For 1-2 hours - \$50.00 - \$75.00,
 - If more than 2 hours - \$75.00 - \$150.00.
- If the speaker will decline the fee, consider donating to the speaker's workplace if it is a non-profit organization. A gift certificate/card is also recommended.
 - Speakers and presenters invited are given a thank you card from the Council. The President or Secretary is responsible for sending the card.
 - There is no fee required for speakers held in-person or virtually who present information that is promoting an external interest but might be of importance to members on topics such as senior's residences, community services like home

care and cleaning services, tech support, wills and testaments, funeral homes, long term care facilities, investments, and insurance. These events are not sponsored or organized by the Council.

- An entertainer or emcee for in-person events may be given an honorarium depending on the length of time required to serve at the event. This will range from \$25.00 - \$75.00. It is recommended to request any expectations from the invited performer. If the fee is not accepted, a gift certificate/card will be presented.
- If student volunteers are required to help in the in-person event a token of appreciation is presented such as a rose or others as appropriate.

Annual Budget

- The first year after an election, the Treasurer along with the President will prepare the Annual Budget in January. The Past President is invited to participate as a resource person in the preparation of the budget. The Budget plan will be reviewed by the Executive and will be presented to the General membership in February for approval.
- In a non-election year, the Treasurer and the President may prepare the budget in November, but no later than February the following year.
- A semi-annual report on the budget will be presented to the Executive no later than September. This will cover revenues and expenses from January to August (actual revenues/expenditures vs. budgeted revenues/expenditures). Adjustments to the budget will be considered if the report shows unexpected balances at the end of August.
- If adjustments to the annual budget are required, the adjustments will be presented to the General membership if it warrants a significant increase/decrease in the remaining budget for the rest of the year.
- The budget plan is a planning tool for the coming year. It will include estimated revenue and estimated expenditures based on the previous years' experience and anticipated major events requiring adjustments in the forecasts.
- Once the Executive agrees on the budget, then it is presented to the General membership for approval.

Revenues

- Membership fees after deducting the per capita fees paid to the National Office, the regional office, the Toronto Diocesan Council, and the insurance fees.
- Net income from fundraisers.
- Cash donations from members and supporters.

Expenses

- The cost of per capita fees to National, Diocesan and Regional Offices are remitted on a periodic basis, including the insurance fee.
- Administration expenses will include cost of promotion materials, postage, supplies, resource materials, cards (mass, Christmas, thank you, and other cards to wish/greet members), welcome kit items, flowers for milestones, funerals, care packages, snacks, and other miscellaneous items.
- The cost of communication tools such as Zoom and website fees, and other miscellaneous items as needed for the Council to function.
- Subsidies and other expenses provided to members for Conventions and Development Days (Training).
- Mileage and parking fees reimbursed to Executive for regional meetings, Conventions and Development Days.
- Honorariums for speakers, presenters, entertainers, and emcees at in-person and virtual events.
- After the operating expenses are deducted, the balance is reviewed for donations. The Parish donation is covered with the shares of proceeds from all events held at the Parish Hall.
- Determine an appropriate amount to leave for the Council's start-up expenses for the following year. The remaining amount is distributed to the Voluntary Donations Fund in the list provided by the National Office and local charities and non-profit organizations in the community. It is important to remember that even if the donation is a small amount, it is still important to be visible in our community at large.

- If the option to distribute donations to charities and non-profit organizations is done at the end of the year, this must be done no later than November.
- It is important to remember that our CWL obligations (e.g. National, Regional and Diocesan dues) must be met before proceeding to other donations.

Financial Report

- Monthly, Annual, and Event Financial Reports are created and maintained by the Treasurer and Event Coordinator respectively.
- The Annual Report must be accompanied by a detail of donations (name of donor, date event occurred, how much collected, type of supporters such as members, non-members, and others).
- The donors list will be useful in the next fundraiser and identify the supporters to focus on when promoting an event. This will also help the Executive in determining the accommodation of requests from non-member supporters for the promotion of their service to Council members. If the donor is a non-member, identify individual names or business entities.

Financial Statements

- The annual financial statements will be provided to members for information after approval by the Executive in January following year-end.

Review of Accounts

- The Treasurer shall maintain the financial records of the Council and have them appropriately *examined* annually.
- The word "*examined*" implies a less-professional procedure than engaging an accountant to review the Council's financial statements, revenues, and expenditures. A member knowledgeable in Parish Council activities and financial undertakings, with banking or bookkeeping experience, could be invited to examine the Council books for a minimal charge or gift of appreciation.
- The findings must be communicated in written form or through an email and must be kept on file by the Treasurer and copied to the Secretary and the President. If there is a need to revise the statement, present this to the General membership for information.

Summary of Schedule to Review and Report of Financial Records

Report/Record	Frequency	Dates covered	When	Approval required
Treasurer's report	Monthly	1st day to end of month	Before end of the month	Executive
End of year financial report	End of year	Jan 1 st – Dec 31 st	Before December 31st	Executive
Annual Budget	1x a year	Jan 1 st - Dec 31 st	Monthly meeting- before Feb 28 th	General members
Review of budget (semi-annual)	1x a year	Jan 1 st – Aug 31 st	Before September 30 th	Executive
Annual Donations Report	1x a year	Jan 1 st – Dec 31 st	Before December 31 st	Executive (info only)

SECTION 10: EVENT PLANNING

Planning

Whether organizing a small meeting or orchestrating a large fundraiser, event planning is a huge task. Every event, no matter how simple or complex, requires detailed planning and organization.

From establishing an accurate budget to promoting the event, there are several components one should start to consider early on to make the process as stress-free as possible.

Regular meetings of any level of attendance and purpose will require some consistency in format, timing, and delivery. These meetings are done with specific times, dates, and objectives. Although occurrences of regular meetings are observed on the same day of the month or period, preparation is still part of a successful meeting.

The purpose of this section of the CWL St. Patrick's Parish Manual of Policy and Procedure is the planning of events other than regular and special meetings. Some events are included during the regular or special meetings, they also follow the same guidelines as when they are within the given time frames as the meetings are, they do not exceed more than 2 hours unless advanced notice is given to participants. Examples are presentations and celebrations of Mother's Day and Christmas. Outside the regular and special meeting time frames, examples are fundraisers, retreats, prayers, seminars, workshops, and others that are sponsored and organized by the Council. While no two events are the same, and every event has varying goals, budgets, and audiences, there are several steps to take to jump-start the planning process, keep on track, and maximize the event's success.

- Events held in-person are usually carried out at the church facilities, while virtual access is through Zoom. In the absence of virtual connection, access by telephone is available.
- Events are also held outside the church premises if the parish hall is not available or inadequate for the type of activity. Examples of these are walkathons, summer barbecues, retreats, field trips, picnics, and fundraiser sales. Some are ticketed events or pre-sales such as plant sales during Christmas and Easter to members, families, friends, and community supporters.

- Large events such as dinner dances with pre-event ticket sales, Christmas workshops and sales, fashion shows, and other similar events require a longer time in planning. Due to their complexity from beginning to end, more volunteers are also required. The objective may vary, some are for fundraisings, others are to celebrate important occasions such as Mother's Day, Christmas, and anniversaries.
- Retreats and prayers for Stations of the Cross are held to coincide with Lent. Other religious events are also celebrated such as rosary prayers to Mother Mary. Most of the smaller events are offered free to members, their families, friends, and supporters of the Council.
- Planning of events, large or small, requires a certain degree of planning time. Following are guidelines to consider when planning an event. Some of these steps may not be necessary. The Executive members are usually involved in the planning or based on the responsibilities required, few volunteers from the group may be sufficient. Regardless of the number of volunteers required, a Committee Chair or Coordinator must be assigned. Other volunteers may be asked from the General Membership.

Steps to a Successful Event

1. Define goals and objectives

- The first step is to determine the purpose. If the event is a fundraiser, establish a goal by setting up the expected end net amount after all revenues and expenses are recorded. If the event is not a fundraiser, include objectives that subscribe to our Council's mission such as faith, service, and social justice.

2. Establish a budget

- Include a forecast of revenues and expenses. If expenses are used from the current Council's funds, determine how much the Council can provide to advance the expenses required. Amounts that exceed \$500.00 must be approved by General members while amounts below \$500.00 are approved by the Executive.
- Some events are funded by the Council. This may vary depending on the availability of Council funds and included in the annual budget.

- Expenses from the fundraising events are subsidized from the funds generated from the portion set aside from the proceeds.
- The objective is to have revenue that will be sufficient to cover the expenses from the event, with amounts left to distribute to charities and amounts to contribute to the Council's operating expenses.

3. Build your team

- Canvass for volunteers from the Executive and General members, preferably chaired by an Executive member. The number of volunteers is determined by the kind of event, length of planning, and the complexities of the event such as the number of participants and other relevant details to accomplish.

4. Pick your venue and date

- Determine how to hold the event: in-person, virtual, or hybrid. If the date is outside of the regular monthly meetings and is in-person, establish the number of guests who are expected to attend before deciding on the venue.
- If the venue is the parish hall, send a request to the parish office for the use of the hall and other necessary rooms like the kitchen and the lobby, identify the event with the date, time, and type. Inform the office that you are to include the parish address in the promotion material. Ensure the office is asked at least a year in advance so that the date, time, and type of the event is reserved for the use of the Hall.
- The Parish Priest who is the Spiritual Advisor of the Council is consulted before proceeding with the rest of the planning. Specific details are shared with him, so he is made aware of the event. The consultation and/or providing of information to the Spiritual Advisor is suggested regardless of where the event is held. An invitation for his presence is extended and offered to join the participants with an opening or closing prayer.
- If the event is ticketed and pre-sales of tickets are required, determine how much to collect. Determine the date and time of the event and when to start distributing and selling of the tickets.
- In-person events may be held outdoors such as parks or in walking trails around the City of Markham. Determine if approval is required from proper authorities.

This permission requires several months in advance, a year or at the minimum, six to eight months before the event.

- If the event is virtual, determine the date and time. The practice is for the event to coincide with the regular monthly General meeting.
- If the event coincides with the regular meeting and cannot be accommodated in less than 2 hours including the business part of the meeting, schedule another date and time to hold the event. As the event is in progress and the estimated time may last more than 2 hours, notify the participants of the unanticipated extension and offer a “quiet” exit to those who wish to leave.
- The length of time to notify members must be adequate so they can invite family and friends.
- It is recommended that a waiver is signed by participants of events held outside of the Parish premises. This requirement is especially important if strenuous activities are involved, such as walkathon or conducting trips such as visiting shrines or holding retreats outside of the parish premises.
- Any venue of an event must display in a prominent place the banner of the CWL.

4. Develop event branding or theme

- The theme of the event is one which would symbolize the cause to celebrate. This will assist guests and supporters to easily identify the occasion.

5. Plan the Program

- Determine how long the event would last from start to finish. If the event is in-person and in the evening, include as part of the program activities such as dinner, dance, speakers, and games.
- Request use of microphone, tables, chairs, kitchen facilities from the Parish office if the event is held at the Parish Hall.
- If the event is a fundraiser or celebration like Mother’s Day and Christmas workshops, request the use of the Hall from the Parish so it can be reserved well in advance. Determine other requirements and check if the Parish office can provide them. If not, inform the Office that you are to bring in these items needed. These could be serving dishes, napkins, placemats, plates, table decor, etc.

- If a dinner-dance is planned, determine the menu, contact the caterer, and make agreements as to how food will be served, come up with an estimate of attendees and how long dinner lasts.
- Draw up a contract for the caterer, entertainer, etc. to sign with sufficient advance notice.
- Regardless of the venue, request access to the place for preparation several hours in advance.
- If student volunteers are required, make the request several months in advance from the Parish office.

6. Confirm sponsors, exhibitors, and speakers

- Invite sponsors, exhibitors, and speakers.
- Depending on the event, confirm sponsors, exhibitors, speakers, and other participants such as entertainers with sufficient advance notice to ensure attendance.

7. Identify and select tech tools to use before and during the event

- Prepare the list of tech tools and ensure they are available to use at the event. Test the tools before the event as needed.

8. Create a marketing and promotional plan

- Decide where, to whom, and how to promote the event.
- Ensure sufficient time to publicize the event.

9. Determine emergency alternatives to all your plans

- There are conditions that may be presented to the organizers before the event takes place that will require change of date, time, venue, postponement, or cancellation. These are unforeseen circumstances that must be included in the planning. If any changes are required, notice must be sent to all who planned attendance or support of the event. Ensure the reasons for the postponement or cancellation are provided.

10. Send thank you notes, if applicable

- Thank you cards or emails are sent to individuals, groups, organizations who supported the event. These are sponsors, donors of prizes and food items.

11. Post-event debrief

- Debriefing of the event is an important part of the planning as this will determine the success and failures to avoid in the next event. It is recommended that this be done as soon as the event is completed.

St. Patrick's Parish Guidelines

If an event is held at the St. Patrick's Parish premises, the following guidelines are recommended or required.

- All meeting rooms, the kitchen, halls, and foyer must be booked in writing to the parish office usually a year in advance at the time when the Office Administrator in the parish office does the planning for all Ministries' space needs. Events are not allowed to be used inside the church where mass is normally held, unless specifically identified in the request such as praying the Stations of the Cross or the inauguration of new officers during mass.
- The room set-up must be sent to the attention of the Property Manager one week prior to the event. The set-up forms are available in the office.
- The room set-up is the responsibility of the volunteers. These include the arrangement of the hall, including tables, chairs, availability of microphone, overheads, and the set-up of the room if liquor will be on sale. In large events, preparation of the venue is required hours before the event. Ensure the date/time required to have access to the facilities before the start of the event are requested from the office administration.
- If kitchen facilities are required, this must be included in the permit from the parish office.
- The set-up of the kitchen is the responsibility of volunteers. The area must be kept clean and returned in the manner before the event. Ensure not to leave any leftover food in and around the kitchen including in the fridge.

- If events are held for small occasions such as meetings, the Church closing Monday through Friday must conclude no later than 9:15 p.m. and the room cleared out by 9:30 p.m.
- All Parish community events (Saturday) must conclude by 11:30 – 11:45 p.m. and cleared by midnight.
- Clean-up of all rooms, including kitchen if used, is essential, as they must be left in the same condition as you found them.
- All church equipment must be signed out and signed in from the parish office. Equipment being used is to be left in the assigned room and door locked after the event.
- Observe the time when keys are to be turned in to the office as this may change depending on day, time, or occasion for the use of the church facilities.
- If liquor is to be served, permits are required. A copy of the permit must be presented to the Property Manager along with the set-up of the room(s) one week prior to the event. Request the form from the office to identify the set-up. Permits must be acquired from the LCBO. Observe the rules as to who can serve and access the liquor. No liquor bottles are allowed to be left in the storage room.
- All food brought into the church facilities must meet the food safety policies and standards that Health Canada sets out.

Event Coordination

- Coordination of any event held at the Parish requires a Coordinator or Chair who will direct the overall carrying out of the different aspects of the planning and performance of the event. She is also the contact person for any queries or issues that may come up. The team members will either be appointed or be asked to volunteer.
- The theme of the event must be discussed and voted on by the Executive. Recipient/s of fundraisers must be voted on by the General members upon recommendation of the Executive.
- The organization or charity who will be receiving donations must be clearly promoted on all tickets, posters, bulletin announcements and posted on the website.

- Recipients of the fundraiser will be asked in the promotion and sale of tickets.
- The President must be aware of all promotions, communications and, updated with progress of the event in a timely manner or she may choose to attend planning meetings. The Executive and General members must be updated periodically on the progress and asked to help in the promotion of the event.
- If student volunteers are required in activities outside of the Parish vicinity, written permission is secured from parents or guardians prior to the event.

Event Summary Report

An event summary report excluding regular and special meetings should accompany any financial report after the event has been completed. The report will include a review and recommended improvements for future similar events.

Event Checklist

An Event Template Checklist to use when planning an event is created and available as needed.

SECTION 11: ETHICAL GUIDELINES

The mission of The Catholic Women's League of Canada flows from the Mission Statement as:

*The Catholic Women's League of Canada calls its members
to grow in faith, and to witness to the love of God
through ministry and service.*

The Mission Statement pledges each member to try, as far as possible, to conduct herself, with love and care, in a manner respectful of those she serves. Because of the important role CWL plays in the betterment of society, it is essential that members must maintain public trust.

In all areas of service, members are called upon to:

- Speak and act in a manner that is consistent with the Catholic church.
- Maintain an active relationship and good standing with the Catholic church.
- Seek ongoing faith education and spiritual development.
- Speak and act in ways that respect the equal dignity and worth of every individual.
- Speak and act in ways that reach out to those who are suffering, weak, or vulnerable.
- Demonstrate respect for diverse cultures.
- Avoid discrimination based on race, religion, national or ethnic origin, colour, sex, age, mental or physical disability.
- Refrain from and protect others from any form of coercion, intimidation, questionable behaviour, or abusive words and actions.

Ethical considerations to observe are:

Accountability

Accountability is an acceptance of responsibility for honest and ethical conduct towards others.

- The Council must be accountable when it comes to gaining trust for its commitments and principles. Practices like ethical conduct, financial transparency, and good relationships demonstrate accountability.
- The Council members are not only accountable to donors and supporters but also to the public for ethical behaviors and compliance with policies, procedures, and guidelines established for use in its activities and interactions with others.
- Even so, it is far more crucial for CWL leadership to be accountable for Council's actions and decisions made on its behalf.

Conflict of Interest (COI)

- The Council must have a Conflict of Interest policy to address avoidance as well as managing COI appropriately.

Financial Management

CWL, like most non-profit organizations, place all fundraising efforts towards the work they do. It relies on donations and proceeds from fundraising to successfully carry out its work. The Council must earn, cultivate, and maintain the public's trust through its commitment to ethical principles. One of the most central ways to achieve this confidence is responsible fundraising practices. Some of these are:

- Be open about the financial management involved with fundraising.
- Accurately report fundraising costs. These are expenses incurred in soliciting contributions, promotion, sales, and distribution costs of fundraising items.
- Report the share (percentage and amount) of the Council's operating costs from the net proceeds of fundraisers.
- Donations in-kind that are received during fundraisers must be communicated to members. Report the recipients of these donations such as those given out as prizes or for use of CWL.

- The allocation of membership fees must be shared with the members.
- Leadership at the CWL should handle the Council's finances responsibly, utilizing sound accounting principles. Annual budgets and monthly financial statements are presented for approval by the General members.
- Policies and procedures should be established to regularly monitor how funds are used.

Honesty

Where League service involves confidential communication, counseling, and trust, members should:

- Work to promote the interests and well-being of those being served, refraining from exploiting relationships of trust and authority.
- Treat all communications from those being served with confidentiality except when permission for disclosure is granted.
- Understand the limits of one's own competence and make referrals to CWL officers at other levels in the CWL structure who have the expertise when appropriate.
- Understand the needs of those being served. If possible, provide the impact of donations to recipients of its fundraising to the members and public.

Transparency

CWL St. Patrick's Parish Council can inspire public confidence by being completely transparent with its fundraising practices and reporting of costs, demonstrating accountability and respect for donors and supporters. It is important for CWL members to remain above reproach in the matter of fundraising. It must be conducted according to the highest standards regarding solicitation, reporting, and use of funds. This requires adoption of clear policies that ensure responsible use of funds, as well as open communication with donors, supporters, and the public.

- Transparency is a vital element of ethical fundraising. CWL leadership must make clear how it plans to utilize resources accumulated such as donations, proceeds from fundraisers and membership fees. First consideration is to identify charities to support. Preferred charities are further approved by the General

members to ensure transparency when allocating net proceeds of fundraising activities.

- The leadership of the Council must provide an accurate analysis of its budget and expenses to members. It should allow for an external arm's length review of its financial statements and reports.
- In other activities besides fundraising, the Executive must use its communication tools to inform the members, the leadership of other CWL levels, and the public about its activities, decision-making processes, and accomplishments.

Trust in Relationships

CWL members demonstrate ethical considerations in their relationship with others. This is apparent in how we treat each other in meetings, in arriving at decisions, in representing CWL to the community at large, in our interactions with supporters, donors, in our campaign for membership and during our events and activities. Each member is expected and encouraged to treat everyone with dignity and respect.

- The leadership of the Council must acknowledge all volunteers and respect their contributions to the organization.
- Members must always work to promote the interest and well-being of those being served, refraining from exploiting relationships of trust and authority.
- Where CWL service involves confidential communication, members must observe confidentiality except when permission for disclosure is granted.

Where Ethical Behaviour in Relationships matter:

Relationships with Colleagues

- Treat leadership responsibilities as a work of dedicated service rather than as a form of entitlement or privilege.
- CWL members follow established rules of fair and appropriate procedure at meetings, committees and when making executive decisions.
- Promote solidarity, justice, and service in a spirit of collaboration.
- Recognize that good judgment is achieved through consultation, rather than isolated decision-making.

- Seek advice and counsel of colleagues whenever it is in the best interest of those being served.
- Refrain from maligning other members.
- When conflict occurs among its members, or others, seek help from Past Presidents to dialogue, consult, or mediate.

Relationships with the Clergy

- When planning events, the leadership of Council will either consult or inform the members of the Parish clergy, including the Spiritual Advisor and Parish staff.

Relationships with Donors and Supporters

- To fulfill its mission, among the most important activities the CWL St. Patrick's Parish Council organizes are fundraisers. The Council collects personal information from supporters. Protecting the personal information of donors and supporters is not only vital but also ethical. Unless permission is asked and granted, email addresses, telephone numbers and post addresses must not be shared with others. In the increasingly digital landscape, it is becoming more important to provide a safe donation platform, one that maintains donors and supporters' privacy.

Relationships with Young Persons

- In Ontario, the age of majority is 18 years old.
- In any outreach to young persons, including participation in a volunteer capacity, members should exercise ethical vigilance and:
 - monitor and report any form of behaviour, inappropriate speech, and over-familiarity towards young persons,
 - promote programs and services for children and adolescents aimed at a healthy, integrated development of the young person's faith, values, personality, talents, and mental and physical abilities,
 - promote the rights and dignity of young people while remaining mindful of parental rights and obligations,
 - promote respect for the young person's cultural background and identity,

- o foster a culture that promotes balanced and reasonable goals for young people,
- o follow diocesan protocol for the protection of children and vulnerable persons,
- o ensure that 2 adults are always present when accompanying one or a group of young persons or when transporting them.

Personal Commitments and Responsibilities

To love one's neighbour as themselves, members must also care for their own spiritual, physical, and psychological needs.

Civic Duties

Because the League is a Catholic lay association, its services and activities are important elements of the civil society that is vital to free democracies. Members should strive to be engaged citizens as well as faithful members of the church.

*CWL St. Patrick's Parish, Markham Council
recognizes its responsibility to provide a set of
clear ethical guidelines for its members, in keeping
with both the Mission Statement and the Objectives of the League.*

SECTION 12: CONFLICT of INTEREST

As a non-profit association, the Catholic Women's League of Canada must always work to serve public rather than personal interests.

To serve the public interest and to be effective in pursuing its

Mission Statement, the League through all its level of

memberships must maintain the highest level of

credibility, confidence, and trust not only

with the community it serves but also,

to those in the wider community.

The following guidelines, policies and procedures help the CWL St. Patrick's Parish Council to manage potential Conflict of Interest (COI) appropriately and effectively. There are instances where COI can occur in different entities: non-profits, for-profits, and government institutions. The focus of the Manual of Policy and Procedure is the Catholic Women's League of Canada represented locally by the CWL St. Patrick's Parish Council. The Council may be referred to as an organization or association.

These policies and procedures are intended to assist with identifying, avoiding, and managing real or perceived COI during League work.

What is Conflict of Interest?

COI is a condition or situation. It is not in and of itself illegal. The legal and ethical problems arise when a COI situation is not properly addressed and the result is that inappropriate decisions, or actions occur.

Conflict of interest is:

- a situation in which a person can derive personal benefit from actions made in their official capacity or as a participant in the decision-making process,
- a situation in which a person such as a public official, an employee, a professional or a volunteer in a non-profit association who has a private or personal interest sufficient to appear to influence the objective exercise of his or her official duties,

- when an individual's personal interest (i.e. family, friendships, financial or social factors) could compromise judgment, decisions, or actions as staff or in a volunteer capacity with a non-profit organization, association or in the workplace.

Categories of COI

There are 4 general categories of COI that warrant our attention ("member" is a reference to anyone who participates in a discussion or decision-making affecting the entity).

- **Direct financial gain or benefit** to the member. The most obvious and commonly-recognized of all COI situations, for most people, is this type. An example is a member who sells products or services resulting in the member receiving income from the profits. Even when the product or service to the organization or association is offered at a reduced cost, a COI still exists and must be addressed appropriately.
- **Indirect financial gain or benefit** to the member. While also relatively obvious, this often is less well understood and appreciated. An example would be when a spouse or child will be hired or contracted for work or services in the organization. This type of conflict emerges **at the time the decision is being made**. The very act of considering a family member creates conflict even before she may receive serious consideration for engagement. Another example is when a member becomes a judge in a competition for a scholarship or prize where a family member is among the competitors.
- **Non-financial gain or benefit** to the member. This is trickier as the benefit is indirect. An example would be when a member or someone related to the member receives a service from the organization at no cost when all others pay for the service.
- **Conflict of loyalty**. This type of conflict may be dishonest or deceptive and yet is the most common type of conflict of interest in today's non-profit world. This is the most common type, as some have labeled it as a "duality of interest" because it explains a situation in which a member has obligations to other people, including family members or organizations as well as to her own organization. In such a scenario, the obligation of loyalty would apply to each, but the member's behaviour could end up advantaging one over one's own organization. Another example is when a member is also a member of another

organization in a related field of interest such as for a competitive grant from a particular funder.

Where Conflicts of Interest can Occur

- non-profit organizations and associations i.e., charities, ethnocultural organizations, faith-based organizations,
- profit sectors i.e. business entities,
- governments: staff, employees, elected officials, officers.

Any conflict of interest can be challenging for any type of entity; however, this may be of particular concern for a non-profit organization and association due to its nature. In these entities, conflict of interest situations are oftentimes unrecognizable, bypassed or sidestepped.

Conflict of Interest and CWL

The following rationale explains the complexities of conflict-of-interest situations with CWL:

- Many non-profits deal with donations or fundraising. This is the framework where the CWL St. Patrick's Parish Council generates funds to support its undertakings, activities, and charitable-giving functions. Therefore, any potential COI can present a challenge for CWL to manage effectively. Trust, integrity, the good name, mission, and core values of the CWL are at stake when COI is not well-managed.
- Members of the Council are volunteers and parishioners in the community's Parish. They are supported in their CWL work and projects mainly by friends, families, member affiliates, and business owners in the area. The members are known in the community, and in our case, the Council is associated with the local Parish.
- Being an affiliate of a larger community such as the Regional, the Diocesan, and the National levels, it requires the Council members and guided by its leadership to operate with integrity, transparency, and greater accountability to the public. The integrity of the Council's Parish goes all the way to the highest level of the structure across Canada and in the global communities where the League operates.

- Members and officers are the decision-makers within the Council. All are volunteers and may have family members who are also involved with multiple other non-profit organizations in the community in decision-making positions.
- Policy and Procedures to guide in handling COI in meetings where decisions occur is important. This can happen in the Executive, General membership, and special meetings. A policy governing COI is one of the most important policies of a non-profit association or organization. To be most effective, the policy shall be in writing, reviewed regularly and updated when necessary.
- As a result of the above, COI should be appropriately managed in a timely manner.

There are several considerations for CWL members when dealing with COI.

- You shall not act on behalf of the Council in any manner where you are in a COI.
- You shall not use your position, or affiliation with the association to pursue or advance your personal interests or those of persons described as “family members”.
- If you are in doubt about whether you may be in conflict, you must seek advice from the Council Executive..
- Unless otherwise directed, you must immediately take steps to resolve the conflict or remove the suspicion that exists.
- When Council’s support of any undertaking is solicited by a member, the following process shall apply.
- The member requesting support from the Council for a non-sponsored event who has a COI shall accompany the request in writing to the President with the details of the event such as::
 - benefits to the Council, including financial benefits,
 - benefits to each participating member which must align with any of the CWL’s three pillars (faith, service, and social justice),
 - include amount of fees if collected,
 - restrictions as to accountability.

Accountability

- If a member is a participant in a CWL-sponsored event and will gain personal benefit, she is considered having a conflict of interest. An example of this is a member who is a “seller” or promoter in a fundraiser. In this example, the member cannot participate in the discussion and approval of required fees.
- For events that are not sponsored or organized by the CWL the member must:
 - not include the CWL logo or letterhead in any promotional materials,
 - not use the Council’s name in any verbal and print communication.

Responsibilities

- Officers and members of the Council are responsible for managing conflict of interest situations to ensure that behavior and decision-making throughout the Council are not influenced by conflicting interests.
- The Council supports a culture in which individuals freely take responsibility for both “self-declaring” possible conflicts of interests, and respectfully raising possible conflicts faced by members in the association. This culture makes it possible to avoid many situations from arising in the first place.
- Officers have the responsibility to implement practical preventive measures, such as:
 - providing meeting agendas in advance to enable participants to foresee possible conflicts, and
 - declaring conflict of interest during the meeting.

Managing Conflict of Interest

Where prevention is not the solution, COI must be managed. The following steps to be taken by those involved in such situation include the following procedures:

Handling Conflict of interest in a Meeting

Before the meeting, the member (Officer or member) who has conflict of interest must:

- Prior to the meeting, discuss with the President a possible COI. This is important especially if there is any doubt about whether the situation in question

constitutes a COI. If the situation warrants it, and the President cannot decide, a full dialogue with the rest of the Executive may follow.

- The Executive will discuss and vote on the issue that gives rise to COI.
- Once approval for inclusion in the agenda from the President is provided the following steps must take place. If the member with the conflict of interest is in the meeting, she will declare a conflict of interest in the portion of the agenda that indicates a “declaration of conflict of interest.” The following must take place:
 - **Reveal** – The member will promptly declare to the officers/members any conflict of interest and ask that such declaration be recorded in the minutes.
 - **Recuse** – Refrain from all discussion of, and voting on, the matter or request giving rise to the conflict of interest.
 - **Remove** – Excuse herself from the portion of the meeting where the matter giving rise to the conflict of interest is being discussed and eventually voted on.
 - **Return** – After the matter giving rise to the conflict of interest has been voted on, the member may be called back and returned to the meeting.
- If officers or members by majority vote decide to approve the request, the decision will include restrictions or conditions on the request.
- If a request is granted, restrictions and conditions are discussed by the President and the member requesting the support from the Council. It will include accountability, signing of waiver, support provided by CWL, use of promotional materials, and matters involving the well-being of members participating.
- Once a decision is made, and upon the return of the member with conflict, the remaining members through the spokesperson (President) will convey the result of the vote and will explain to the member with conflict the reasons for supporting or declining the request.
- The result of the final decision may be done at the same or a later meeting, by email or telephone call by the President to the member with the COI.

Other Issues to be Addressed

- Documentation: disclosure must be recorded in the minutes.
- Remedy for lack of quorum: Where majority of members are not able to participate in making the decision, the remaining members shall constitute a quorum, provided such number is not less than **two (2)**.
- Influence – where an officer has any interest, direct or indirect, in any matter that is being considered, the member with COI shall not attempt to influence any decision or recommendation that results from consideration of the matter either before and/or during the meeting.

Policy Application

The Council President is the appropriate authority to resolve disputes in relation to the application of this policy. Where a dispute involves the President, the Executive shall assign another officer to act on behalf of the Council.

Disputes that may arise from the decision of the President may be appealed in writing or email to the Executive and presented at a meeting, both at the Executive and General Membership meetings. If, at the Executive meeting, the officers will have the final authority by a majority vote. Otherwise, the decision ends with the President. If decisions are made in a General Meeting, the members present at the meeting will vote on the request if the President does not make the decision.

The application of this policy and procedure relies heavily on the good judgment and common sense of those affected. The Council bears responsibility for the good name of the Catholic Women's League of Canada and as such have a responsibility for ethical matters.

SECTION 13: PRIVACY

Preamble

The federal Personal and Electronics Document Act (PIPEDA) came into force January 1, 2004, and applies to information collected during commercial activities. The Privacy Commissioner of Canada has ruled The Catholic Women's League of Canada does not conduct commercial activities and is therefore exempt from PIPEDA. Notwithstanding the foregoing, the League strives to share with members how their personal information is protected in the areas of management, notice, choice, and consent, collection, use and retention, access, disclosure to third parties, security, quality, monitoring, and enforcement.

Management

The CWL St. Patrick's Parish Council defines, documents, communicates, and assigns accountability for its privacy policy and procedures. The Policy will identify how personal information will be collected, stored, used, and destroyed and who will have access to it and when.

Responsibility

Executive Officers

- The Executive of the CWL St. Patrick's Parish Council is responsible for ensuring that a well-formulated privacy policy exists to protect the personal information provided by all current and former members.
- They are responsible for ensuring that the privacy policy is monitored and updated regularly ensuring consistency with all applicable laws and regulations.

Organization or Membership Chair

- The Organization Chair is the "keeper" of members' records. She is responsible for providing information as required to other officers or volunteer members for specific functions such as telephone numbers to use in calling members to remind of scheduled meetings and events. She is responsible for providing information to the Communications Chair to post on the website the information as to members' birthdays, milestones, and prayer intentions. If greeting cards are

sent by postal mail, she may provide this information to volunteer members who are tasked to do this.

President

- The President is responsible for implementing the policy, monitoring compliance, and initiating action to clarify policies and practices.
- Ensures that the policy is readily available to members.
- The President governs the development and implementation, maintenance of technology, and any related reports or forms resulting from the use of technology such as membership forms, worksheets to input relevant information of donors and supporters of fund-raising activities, and electronic messages used to collect personal information.
- The President may assign responsibilities to the Organization or Communications Chair in the development and maintenance of records containing personal information. However, the accountability belongs to the President.

What is Personal Information

Personal information means information about an identifiable member of the CWL. This includes an individual's full name, home address, email address, contact number, and birthdate. The information is provided by the member in a form completed when signing up for new or renewal of membership of the Council.

A mandatory requirement in the form to be submitted by members includes permission (yes/no) to call, text, email, and use of home address. The response serves as indication of consent or the absence of consent. Change of this designation can occur at any time by a request from the member by email or telephone to the Organization Chair or President.

Collection of Personal Information by Council

The personal information collected is used by the Council for the purposes of providing services and information to members. Purposes of the information include:

- Remind members of meetings, fundraising events, and other special activities such as retreats, seminars, and forums organized by CWL and other Parish Councils.

- Send invitations from CWL supporters in the community in events like workshops, presentations of topics that may be of interest to members such as retreats, health and well-being, mental health, local fairs and fun events, long-term care facilities, personal investments and retirement planning and accommodations in Markham. These invitations are not meant to solicit membership or purchase of goods and services. They are for information only to members who may extend the invitation to family and friends.
- Deliver services such as cards, flower arrangements, and messages.
- Send out information to members that is received and shared from other levels of CWL such as the Toronto Diocesan, the Regional, and the National.

Collection of Personal Information by National Office

- The membership database is maintained by the National Office. It includes the personal information provided in the membership form submitted by the member.
- The National Office uses the personal information (name and home address) for the purpose of sending the League magazine.
- The National Office collects the information for processing by a third-party mailing company of a subscription to *The Canadian League* magazine to apply address labels to the magazine.
- The National Office collects shipping address and credit card information for those interested in purchasing office supplies either by telephone, fax, or email. Consent is implied when orders of supplies are sent to allow the National Office to process the payment and shipping order.
- Consent to receive the League magazine by members is implied when the membership fees are received and forwarded to the National Office. However, there is a process to opt out of this service.
- The National Office uses relevant information in the membership form to determine service history of members which can be used by the Council to award certificates of milestones to long-term members.

Consent

- The member or officer of the Council must obtain implicit consent from a new member filing the membership form with respect to the collection, use, and disclosure of personal information.
- A member filing a renewal application must review and inform the Council if changes are applicable.
- At any time during the year, any member can change or update the consent provided in the application form. The request must be communicated to any Executive through a telephone call or email.
- There are circumstances where photographs are used by the Council and published on the website or, in other websites such as the Regional and Diocesan levels. The Council respects the wishes of members and will not publish when expressed objection is given.
- Names and photographs of minors are not allowed in publications unless consent is provided by parents or guardians.
- The consent of parents must be solicited prior to the event if there is an anticipated photo opportunity.
- It is implied that those holding office will be accessible to sister members by email, telephone call or use of postal service or home address for purposes of invitation and/or participation of CWL activities.
- Executive officers may have access to personal information such as telephone number, email, and home address of members. This access is for a specific purpose and cannot be shared with other members.

Access

- As members, you have the right to access your own personal information in a record that is under the custody or under the control of the Council. However, the members will be refused access to information that would reveal personal information about another member or former member. Exceptions are permitted in the following circumstances:
 - Communication to sign up a previous member to renew membership.

- o Request support in fundraising efforts that benefits the Council.
- o Call or send email for invitation to attend events, meetings organized and/or supported by Council.
- Members may make a request for access to their personal information to verify its accuracy by telephone call or sending email to the President or Organization Chair. Sufficient information must be provided in the request to allow officers to identify the information being sought.
- The officers make every reasonable effort to ensure that personal information is accurate and complete. They rely on members to notify any officer if there is a change in the personal information. Members may request an update, a correction of error or omission and make changes in their personal information. In most cases, a telephone call is sufficient, or an email will be requested for correction.
- Requests from any individual outside the Council to access personal information of members will be declined.

Security

- The officers protect personal information of members in a manner appropriate for the sensitivity of the information. Every reasonable effort is made to prevent any loss, misuse, disclosure, or modification of personal information, as well as unauthorized access to personal information.
- The officers use appropriate measures when destroying personal information, including shredding personal records, and permanently destroying electronic records.
- Selected personal information of Executive Officers along with their individual photo are posted on the website such as email address and telephone number. This is to allow members and the public to reach out to the officers if needed.
- Former Officers are advised to destroy records in their possession or turn over records to the President or Organization Chair.

Disclosure to Third Parties

- The National Office discloses to third parties the name and post address of paid members for the purposes of mailing the League magazine.

- The mailing company is entrusted by the National Office with applying labels in the magazine for posts.
- These records are sent on disk and are promptly returned to the National Office following the labeling process. No information is retained by the mailing company.

Use and Retention

- The Council limits the use of personal information to the purposes identified in the privacy notice for which the member has provided implicit consent. This includes the mailing of the League magazine by the National Office.
- The Organization Chair, who is the keeper of personal information, along with the President is bound by the privacy notice.
- Records of members are retained only for as long as necessary or, until a member requests changes in its privacy notice through the consent provided in the membership form.

Quality

- The Council endeavours to maintain accurate, complete, and relevant information in its membership list.
- The Organization Chair does so by maintaining regular contact with each member at least once annually during the membership renewal drive.

Questions and Complaints

Questions or concerns about any collection, use or disclosure of personal information and access to one's own personal information must be directed to the President or the Organization Chair by telephone or by email.

SECTION 14: COMMUNICATIONS

Tools for Communicating with Members and/or the Public

- A. In-person meetings
- B. Emails
- C. Telephone calls
- D. Virtual meetings: Zoom, webinar
- E. Post mailings
- F. Website
- G. Flyers
- H. Church announcements and/or electronic newsletter
- I. Social media, i.e., Facebook, twitter, etc.

In-Person Meetings

These are held at a room in the church

- A form to schedule the meetings and events held at the church in the coming year will be provided to the President by church administration before the end of the year. The President, in consultation with the Executive, will fill in this form to list the desired date and time and return this form to the office to get approval for the use of church facilities.
- If the meeting or event is not scheduled as per above, email to the church administrator to request use of its facilities several months in advance.
- If events require student volunteers, add this information to the form so the office staff can help secure volunteers to help on the day of the activity.

Emails and Telephone Calls

- Email is the prime method of sending information to members.
- Telephone calls assist in making contacts with members especially those who wish to establish a more personal conversation and to those who don't have email access.
- The President or Communication Chair is responsible for giving notice to Executive and General members of meetings and events through email. It is the discretion of the President to forward the invitations or information received from

others (other CWL Councils, and community groups/members) either to all members or only to the Executive. She may choose to send this information to members through the Communication Chair.

- Sending emails and making telephone calls to General members are restricted for use only by Executive with some exceptions. If a member who is not an Executive member volunteers to call members to remind them of events or meetings, information provided is restricted only with name and telephone number.

Virtual Meetings and Presentations

- Meetings are conducted through virtual means if in-person gathering is restricted. These are Zoom and Webinar.
- Virtual means are also used for special occasions such as presentations if in-person settings are not possible. These will coincide with regular monthly meetings. A special day and time may be designated by the Executive if meetings are expected to last beyond 2 hours.

Post-mailings

- These are used to send cards and letters to members, donors, and speakers or presenters from previous events sponsored by the Council.
- Restrict use of post-mailings to a minimum to save on postage.

Website

- Is used to post messages of the President, announce events and celebrations, flyers for fundraising events, notice of meetings, special masses for members and their close families, special occasions, milestones for members, prayer intentions, general information to members, contact names and telephone numbers of Executive, links to other websites such as the Parish, National Office of the League, and flyers from CWL supporters whose events promote the objectives and mission of the Council.
- The website is also used to post flyers on membership drives, to register for membership, and to announce and order items for fundraising events and promotion of CWL activities.

- A limited number of flyers to announce events sponsored by non-members who support the Council may be allowed upon approval by the President. Certain guidelines apply when posting these events on the website. It must include information that the event is not organized or sponsored by the Council, the invitation to attend is not endorsed by the Council and, the inclusion on the website is for information only.
- The events are those that may be of interest to members and support CWL mission and values. An email is sent to the President to consider inclusion on the website. The President may consult the rest of the Executive to authorize posting the information on the website.
- The Council's e-newsletter (if created) will be posted on the website. One consideration for the use of e-newsletters is the potential use of advertisers to increase the Council's exposure to prospective members as they are informed of what Council members do in the community.
- Post annual reports sent to the CWL North York Region Council and the CWL Toronto Diocesan Council.
- Post information resources such as the CWL St. Patrick's Parish, Markham Council Manual of Policy and Procedure.
- Post relevant notices during the summer break in July and August.
- The following Executive are responsible for posting announcements on the website.
 - Chair, Organization – membership matters
 - President – all others, including request to post flyers from outside the Parish Council
- The request to post will be sent and approved by the President.

Note: *Additional Website guidelines found in the Media Section.*

Flyers

- Flyers are distributed at the church for promotion of events and recruitment of members. Permission to distribute must be requested from the church office before printing to determine the number of copies to be printed.

- The flyers may be distributed through email to families, friends, and supporters.

Church Announcements and E-Newsletter

- Parishioners are key supporters of the Council's events. Information on various activities sponsored by CWL is important to be publicized through church announcements, posting of flyers in the lobby, or in the inclusion in the Parish e-newsletter.
- Permission from the church office must be requested to ensure support. The President or the Communication Chair is responsible for this task.
- Events are those held at the church's facilities or by virtual means. These are fundraising events, seminars or workshops, retreats, and membership drives.

Social Media – Facebook, Twitter

- Councils are engaging through various social networking sites. Facebook has a prominent role on that list. Recommendations for use of and subsequent monitoring of a Facebook page for our Council should include guidelines to observe and practice. These guidelines are included in the Media Section.
- Different forms of social media will be used by the Council in the promotion of events, fundraising events, and recruitment of members.
- Flyers and/or notices are used to post in social media for the promotion of events.
- The President will give approval in consultation with the Executive to post on Facebook, Twitter, other social media, etc. (The standards for approval are included in the Media Section).
- The Communication Chair is responsible for posting on social media.
- Care must be taken in the use of the CWL logo in flyers and letterheads. Alterations in the design, colour, and wording of the logo are not allowed. Logos are only used for Council-sponsored events

Note: *Additional Facebook guidelines are found in the Media Section.*

The listed tools of communication are for both CWL- sponsored and non-sponsored events

CWL-sponsored Events

- These are retreats, seminars, workshops, dinner dances, Christmas markets, fundraising events, celebrations of annual occasions such as St. Patrick's Day, Christmas, Mother's Day, and milestone events such as anniversaries.
- All listed above events may be held in-person or by virtual means.
- In-person meetings are held at the church facilities, with prior permission given by the office.
- Virtual meetings will be considered if in-person is not possible or if the majority of members wish to carry out the meeting or event in this manner and the Council is able to provide the virtual platform.
- Due diligence will be required to ensure that CWL will be responsible only for events sponsored by the Council and has full control of their implementation and outcomes.

Non CWL-sponsored Events

- The Council may engage in supporting events organized by organizations and local business entities which are of interest and will benefit members. They must demonstrate support of CWL objectives, mission, and core values.
- The information will be provided through announcements at meetings and/or postings on the website.
- Examples are retreats, educational seminars or workshops on estate planning, long-term care, finances and investments, wills and testaments, seniors' issues such as home-care and cleaning services, Indigenous education, funeral services, human trafficking, health and wellness.
- The organizations or business entities are recognized and provided consideration due to their support to CWL events such as fundraisers, attendance to seminars, workshops, and participation in the celebration of CWL milestones.

- To ensure that the Council will not be responsible for any untoward occurrence, the following declaration will be included in the posting *“that the Council will not be responsible for any adverse incidents that may take place at the event”*.

Protocols

- If the Council is requested to support events of organizations and business entities, a letter/email must be directed to the President with the request.
- The President will decide based on guidelines established in this policy to either approve or reject the support requested.
- The President may seek the advice of the Executive to assist in deciding the Council’s approval or rejection of the request.
- If a decision to allow support of the non CWL-sponsored event is approved, the President will make the announcement at meetings, forward the information to members, or may direct the Communication Chair to post the flyer on the website.
- The President will communicate the decision to anyone seeking support by written communication or through email.

Communication Guidelines

- The President is the official spokesperson of the Council. This role covers responsibility in all communications in both written and oral form. This involves responding to queries/interviews/emails from members, from supporters in the community, local media and from other CWL Councils and levels of office (National, Diocesan, and Regional).
- Where communication is directed to a specific member, the President must also receive the information and, in collaboration with the member, will decide on the manner and timing of the response. The President, if necessary, may consult with the rest of the Executive.
- The President will inform the rest of the Executive of any relevant communication received and responded to. In certain cases, the communication will be forwarded to other Executive member(s) if a specific action is required such as membership query to the Organization Chair. This will keep the officers informed and allow them to plan any actions required.

- The President will send the agenda of meetings to the Executive and General members at least 3 days in advance.
- The President will forward communication received from other levels of the League to the Executive member responsible according to their role if action is required or may decide to forward to the General members herself. Examples are:
 - Invitations to League Conventions - to the Executive and General members.
 - Invitations to community events - to the Community Chair.
 - Invitations to participate in various competitions of students in local schools - to the Education and Health Committee Chair.
 - Invitations and/or announcements from other CWL Parish Councils - to the General members.
 - Announcements to support and/or participate in events that are not CWL-sponsored to General members after approval.
- The President at her discretion may decide not to forward any communication to General members but only to Executive.
- The Organization Chair will inform the President of any member who is ill, having surgery, had a death in the family, special birthday, and special anniversaries. In addition, the Organization Chair will forward a list to the Communication Chair that needs posting on the website such as prayer intentions, birthdays, deaths, milestone birthdays, and anniversaries.
- The President will advise the Communication Chair, or Secretary or Organization Chair depending on the type of correspondence to be initiated. The President will sign cards and letters.
- If a solicitation letter or email is sent to sponsors, and donors, the President will sign the letter along with the member who originates the solicitation. If an email is sent, the President will include the name of the member who solicits the donation.

Cards

- The Organization Chair is responsible for sending cards to members who are celebrating milestone birthdays, and those celebrating their 50th and 60th wedding anniversaries.
- The Organization Chair is responsible for mass cards, sympathy cards, greeting cards including for those with serious and/or long-term illness on behalf of the Council.
- Christmas cards are sent to CWL members at Christmas time. The President signs and mails the card.

Letters, Calls & Other Correspondence

- Letters should be sent on CWL letterhead identifying the Council and the Parish postal address.
- Cards, emails, or letters of welcome to new members, including members who have transferred from a different Parish Council, are to be initiated by the Organization Chair and signed by both the Chair and the President.
- The President is to be made aware of letters, emails that are sent out on behalf of the Council (e.g., letters requesting information and donations). The President is copied on all correspondences.
- Copies of letters sent and received are to be given to the Secretary to be filed.
- The President will sign thank you cards, emails, or letters. Any donation must be acknowledged with either a card, email, or letter. The thank you card or letter to donors must be signed by the President and the member who solicits the donation.
- The President is responsible to contact members with important news that is time sensitive. This may be assigned to the Communication Chair.

Callers (Telephone Committee)

Roles and Responsibilities

- The Telephone Committee will consist of Executive, if needed, General members may be assigned. It is necessary that telephone calls are limited only to those who expressed approval to be contacted.

- The role of callers is to contact by phone all members on their lists to remind them of upcoming General Meeting and events. Calls must be made at least two days prior to the event or meeting. This call is also an occasion to seek the need to connect and ask how the Council might be able to help each member and inquire how we might improve communication.
- If, at any time, the member expresses not to be called, or to use a different telephone number, note this down and pass on the information to the Communication Chair.
- Report any member circumstances such as illness, death, change of address, change of phone number etc. to the organization chair. In certain situations, or occasions, the President is notified and/or a card is sent to the member/family.
- Oftentimes, the callers are the member's link to the Council and the information shared are needed for the members to stay active and participate in Council meetings and events.
- The personal contact is especially important for members who are shut-ins or unable to attend meetings and events regularly, in-person or virtually.
- The Communication Chair in consultation with the President appoints the callers or accepts volunteers. The privacy policy must always be observed.

Guidelines for Callers

- The membership list is an important document with personal information of our members. This information is to be guarded and be respected with confidentiality.
- Always use the latest membership list for your calls.
- The membership list is to be shredded before being discarded. If you do not have a shredder, return the list to the President for proper disposal.
- Do not call members who do not wish to be contacted as instructed in their membership form.
- All relevant new information is passed on to the Communications or Organization Chair.

- Ensure everyone in your list is called, including the Executive. In the absence of telephone numbers, emails may be used to contact the member or vice versa.
- Maintain a congenial, and discretionary relationship with members.

Scripts

- Be courteous, introduce yourself, give them information and listen for feedback.
- If a member seems to want to share health issues regarding herself or family members, it's important that you listen, and encourage her to share details, so that a follow-up card or call can be made. Remember, sometimes members are lonely and want to talk, you may be the only person she speaks to that day. Make it special!
- If you cannot contact a person after 2 attempts, inform the Organization Chair that the phone number and information on file will have to be verified.
- If a member is ill, ask if she would like to be put on our prayer list at the General meeting and posted on the website. Name does not have to be given out at the meeting or reason for including request for prayers unless specifically made.
- If there are any major upheavals in the members' life, inform the President so cards may be sent to them to let them know we are thinking of them.
- If you have any questions or concerns that cannot be answered, call the Communication Chair or President to let them know in case a follow-up is warranted.
- If the member does not want any information shared, we will respect their privacy.

SECTION 15: MEDIA

Parish communities are engaging through various social networking sites and Facebook is gaining a prominent role.

Facebook Guidelines

Facebook is used for promotion of fundraisers, events, and membership drives. Recommendations for use and subsequent monitoring of a Facebook page for the Parish Council should include/observe/practice the following as referenced in the National Manual of Policy and Procedure (Resources: 600 Series/615):

DO

- Request written permission from the National Office when the Parish Council intends to use the League crest (logo).
- Assign 1 or 2 administrators to moderate the account and post messages.
- Engage members. Ask for feedback, ask questions, communicate with them.
- Reply to questions promptly.
- Use a recognizable profile picture.
- Promote the League through your own contacts.
- Keep posts brief, timely and concise.
- Compose posts carefully and thoughtfully.
- Proofread and ensure material referenced is accurate before publishing.
- Vary your posts (texts, links, photos, videos, etc.) and vary your content.
- Share posts and information relevant to members from the National Facebook page.
- Tag other people and businesses when mentioned in photos, text posts, and be considerate of those you are tagging. Be courteous and ask permission first before posting.
- Individual members do not speak on behalf of the League/Council.
- Periodically update the "About" page.
- Inform the St. Patrick's Parish office when using the name and address of the Parish.
- Request the permission of anyone whose name/telephone no. for contact is included in the flyer posted.

DON'T

- Post private matters on a public wall. Use private messaging.
- Over-share or over-post.
- Abuse hashtags.
- Oversell or overmarket.
- Use caps lock.
- Repeat the same post.

Website Guidelines

Websites are another tool to use to communicate with Council members, the public, members from other Councils and Executives at the different levels of the League. CWL St. Patrick Parish Council has a website. The aim of this guideline is to provide improvements and promote the maximum use of the website by CWL members and the public.

General considerations for website development and maintenance

- Consider how your website will be used. What are your communication goals? Is the website a hub for members? Recruiting tool? This will help in determining what should be emphasized and what should be less prominent.
- Try to have a lot of relevant information on the front page.
- Make the site clear and user-friendly.
- Plan how the site will be updated. If updates and maintenance is paid, consider what kind of budget will be considered for ongoing requirements.
- Try to track the traffic. This is a critical tool for evaluating the site's effectiveness.
- Keep in mind that what is included on the website can be viewed by many.
- Report relevant and important decisions of meetings from all levels that are relevant to membership.
- Post notice of annual meetings of members/convention information, agenda and registration form.
- Material that is copied from another source, should appear with a credit line acknowledging the source of the original material.

- Don't include materials that can be found on other CWL sites that have ownership of the material i.e. National report. A link to the national page should suffice.
- A website committee may be assigned by the Executive to include the President and the Secretary to review and approve/reject material for the website.
- Potential Advertisers may be posted on the site for a consideration of a nominal fee. Guidelines for posting will be included in the update of the manual once it is decided by members through the Executive.

Recommendations to Include in the Website

Tabs	Information
Home Page	- Mission statement
	- Contact us
	- Who we are
	- Upcoming events and projects
	- President's message
About Us	- Council's History
	- Executive Profiles
	- Spiritual Advisor Profile
Events and Projects	- Sponsored events
	- Fundraisers
	- Literary competitions (for winners, do not include names of minors)
	- Members' milestones: birthdays, anniversaries
	- Prayer Intentions
	- Retreats, presentations, speaker series including profiles
	- Meeting dates
	- Election announcement
Resources	- Manual of Policy and Procedure
	- Link to various websites: National, Toronto Diocesan Council, Ontario CWL Provincial Council, St. Patrick Parish
	- Link to membership form
Others	- Recipients of donations from Council

SECTION 16: ARCHIVES

- Archives are important historical material from which information, inspiration, and enthusiasm for the Council may be derived. They also serve as permanent, lasting records of the achievements of the Council. Accurate records are basic requirements for the writing of any history, and this should include the preparation of archives.
- Funds should be included in the budget to purchase required archival supplies prior to the planning of the budget.
- Most records are now maintained on-line. If it can be preserved through electronic means, records will not be in printed materials. At the end of the 2nd term, the Past President will collect materials from those saved on-line and printed copies.

Archives are the responsibility of the Past President of the Council who may appoint a sub-committee Chair to assist her in this work. To achieve this responsibility, the Past President should:

- Review the records of the Council periodically and, with the help of a small committee, select material of significant and lasting historic interest, discarding items considered to be temporary or of no intrinsic value.
- Prepare an archival index of all materials. The index must show the system by which the work is arranged about records, minute books, correspondence, Chair's reports, scrapbooks, etc.
- The Past President should keep a scrapbook of press clippings and other publicity items. This scrapbook should record the name and date of the paper from which the clippings were taken and indicate the subject, dates, years and name of the President and Chair.
- Preserve the Council's history through scrapbooks, and photograph albums, annual reports that are provided to the other levels of the League and members of the Parish Council.

- The following Executive members will submit saved files to the Past President for inclusion in the final archive binder at the end of the two-year term. This binder will be included in the on-going files kept for historical purposes.

Executive Responsibilities

President: annual reports submitted to the Toronto Diocesan Council, and reports presented to General Members

Secretary: files of motions, list of officers, including Spiritual Advisor, list of events organized and/or participated in

Treasurer: year-end financial reports, important dates such as fundraisers including net income, donors, and list of donor recipients, including amounts

Vice President (Organization Chair prior 2024): number of members at year end, names of officers and positions

Faith Chair (Spiritual Chair prior 2024): religious events organized or participated in

ALL: photos

Location of Archives

- Archive hard copy materials are kept in a safe location on church property or kept by the Secretary in a safe place.
- Archived materials can be saved by electronic means on “cloud” data platforms so it can be shared with proper authorities. This information is passed on to the next set of officers of successive terms.
- The Secretary is the appropriate officer to keep the current and written files from previous years whether it is on-line or in printed materials such as minutes of meetings, list of motions, etc.
- Archive materials such as certificates, photos, scrolls, and physical materials are kept in a safe location at the Parish or at a location chosen by the Secretary. These are included in the binder dated at the end of each term.
- The current President may choose to keep her own copy of the records.

Updating, Indexing, Reviewing of Archives

Archives should be updated and reviewed every two years or to coincide with the change of officers. An inventory of archived materials must be maintained and up to date. All archived materials, both electronic and physical materials must be included in the inventory. The objective of the review is to decide which records are kept or discarded. If records are kept by specific officers, they are passed onto the next set of officers.

Retention of Records

- Minutes of meetings including motions passed/denied – indefinite
- Treasurer ledgers (annual financial report) – permanent
- Photos, scrapbooks (with names, dates, occasions, locations) – indefinite
- Manual of Policy and Procedures – keep current and previous copy
- Certificates, awards given to the Council – permanent
- Copy of Annual reports submitted to other levels of CWL – indefinite
- Motion books must be kept in an active file by the Secretary – indefinite

Additional Information for Archiving

Set up the files

- The historical records of the Council are the approved minutes of Executive and General meetings. These are the official records of Council's work.
- Index of files must be set up for easier access and for easy filing.

Keep

- Photos, scrapbooks, certificates, awards, annual reports, annual financial statements.

Discard

- Duplicates of printed materials, copies of accounting records (receipts, cheque stubs) that are more than 5 years old.

Miscellaneous Archives

- List of Executive Officers by term
- List of Spiritual Advisors by term
- List of the number of members by year

- List of activities/events by year, including number of attendees
- List of fundraisers by year
- List of donor recipients by year and amount

Others

- Each Past President should be encouraged to write a two-to-three-page story of highlights of her term as President as a valuable resource. Accurate records are basic requirements for the writing of any history, and this should include the preparation of archives.
- Funds should be included in the budget to purchase required archival supplies prior to the planning of the budget.
- Most records are now maintained on-line. If it can be preserved through electronic means, records will not be in printed materials. At the end of the 2nd term, the Past President will collect materials from those saved on-line and printed copies.

Archives are the responsibility of the Past President of the Council who may appoint a sub-committee Chair to assist her in this work. To achieve this responsibility, the Past President should:

- Review the records of the Council periodically and, with the help of a small committee, select material of significant and lasting historic interest, discarding items considered to be temporary or of no intrinsic value.
- Prepare an archival index of all materials. The index must show the system by which the work is arranged about records, minute books, correspondence, Chair's reports, scrapbooks, etc.
- The Past President should keep a scrapbook of press clippings and other publicity items. This scrapbook should record the name and date of the paper from which the clippings were taken and indicate the subject, dates, years and name of the President and Chair.
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Secretary: files of motions, list of officers, including Spiritual Advisor, list of events organized and/or participated in

Treasurer: year-end financial reports, important dates such as fundraisers including net income, donors, and list of donor recipients, including amounts

Vice President (Organization Chair prior 2024): number of members at year end, names of officers and positions

Faith Chair (Spiritual Chair prior 2024): religious events organized or participated in

ALL: photos

Location of Archives

- Archive hard copy materials are kept in a safe location on church property or kept by the Secretary in a safe place.
- Archived materials can be saved by electronic means on “cloud” data platforms so it can be shared with proper authorities. This information is passed on to the next set of officers of successive terms.
- The Secretary is the appropriate officer to keep the current and written files from previous years whether it is on-line or in printed materials such as minutes of meetings, list of motions, etc.
- Archive materials such as certificates, photos, scrolls, and physical materials are kept in a safe location at the Parish or at a location chosen by the Secretary. These are included in the binder dated at the end of each term.
- The current President may choose to keep her own copy of the records.

Updating, Indexing, Reviewing of Archives

Archives should be updated and reviewed every two years or to coincide with the change of officers. An inventory of archived materials must be maintained and up to date. All archived materials, both electronic and physical materials must be included in the inventory. The objective of the review is to decide which records are kept or discarded. If records are kept by specific officers, they are passed onto the next set of officers.

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Set up the files

- The historical records of the Council are the approved minutes of Executive and General meetings. These are the official records of Council's work.
- Index of files must be set up for easier access and for easy filing.

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- Photos, scrapbooks, certificates, awards, annual reports, annual financial statements.

Discard

- Duplicates of printed materials, copies of accounting records (receipts, cheque stubs) that are more than 5 years old.

Miscellaneous Archives

- List of Executive Officers by term
- List of Spiritual Advisors by term
- List of the number of members by year

- List of activities/events by year, including number of attendees
- List of fundraisers by year
- List of donor recipients by year and amount

Others

Each Past President should be encouraged to write a two-to-three-page story of highlights of her term as President as a valuable resource.

SECTION 17: SCREENING PROCEDURES

Screening procedures for the CWL St. Patrick's Parish, Markham Council is a recommendation from the Parish office, the Diocese and the Catholic Women's League. The procedure is called Enhanced Police Information Check. It applies to members who are involved with CWL events or on occasions where an invitation is extended in their role as a CWL volunteer. In addition, members who handle payments in their capacity as officers or volunteers on behalf of the Council are included in this requirement.

Objectives

- Ensure the integrity, safety, and reputation of League members.
- Protect and respect Parish leadership and its requirements.
- Protect the safety and well-being of vulnerable persons we may serve.
- Protect minors who work alongside CWL members while providing service to people in the community.
- Protect the integrity of CWL in the handling of cash, cheques, e-transfers and donations.

Definitions

Vulnerable person

Is defined as a person who, because of their age, disability, or other circumstances, whether temporary or permanent, are in a position of dependence on others, or are otherwise at a greater risk than the general population of being harmed by a person in a position of authority or trust relative to them.

Council members whose duties involve positions of trust are also required to go through the screening procedure.

Positions of trust

Are those who handle payments, deposits and disbursements whether in cash, cheques, e-transfers, and donations.

To provide information about volunteers, the following defines who belong in the category of a volunteer:

Volunteer

A volunteer is someone who performs a service but receives no compensation for doing so, other than an allowance for expenses or an honorarium.

Volunteer Members

Council members who volunteer in the following groups will need to undertake vulnerable screening procedures by submitting the Enhanced Police Information Check, an on-line process available only through the President.

The 2 groups are described as:

Group 1

Those who interact with the **vulnerable sector**; these are minors (Ontario's age of majority is 18 years), and people who are vulnerable (those in long-term care facilities or people who are physically-or mentally-challenged). Interactions include in-home and hospital visits to the elderly.

When interaction with those in Group 1 occur, members must ensure the guidance of the following:

- Volunteers must travel or interact in groups of 2 or more.
- Secure permission of parent or guardian when requesting volunteers who are aged below 18 years, except for volunteers provided by the parish office from their list of student volunteers.
- Parent or guardian permission must be communicated in writing or email.

Group 2

Those in **positions of trust** are members who have roles in:

- Signing of cheques for the Council in payment of various activities.
- Handling receipt of payment for membership fees.
- Receipt of fundraising payments in any form: cheque, e-transfers, cash.
- Receiving donations in-kind and cash from supporters.

Description of Procedure

- When a member decides to volunteer in any positions or work as described in Groups 1 and 2, contact the President for further information.
- The President will provide information to the member as to how and where to access the form to complete on-line.
- The approved process by the Archdiocese and pastor involves submitting an on-line Enhanced Police Information Check for a background police check (see the next pages for the sample form and for more information).
- The member after successfully submitting the same police background check will receive a confidential report indicating clearance.
- Notify the President when you have completed the screening form and receive the required clearance.

Confidentiality

The result of the Police Information Check is shared **only** with the Pastor and the member who completes the process. The Pastor may choose to do this through the President.

Responsibility

- The President of the Council has the responsibility to ensure that all members who will be volunteers in Groups 1 or 2 have the Enhanced Police Information Check with a clearance obtained from the check.
- The President is accountable to both members and the Parish for follow-up on additional requirements to ensure checks are done prior to commence volunteer tasks involving those described in both Groups 1 and 2.
- The President is the communication link between the members and the Parish office. This task cannot be delegated to any other officer.
- As more information and requirements are available to CWL St. Patrick's Parish Council leadership, it is the responsibility of the President to communicate the message to the members in a timely manner.

These instructions should be sent via email to the applicant by a Parish Office Representative or HR.

CLIENT SUPPORT LINE:

Monday-Friday
9am-8pm EST

1-877-455-6730

COMMITMENT TO A SAFE ENVIRONMENT

As part of the Archdiocese of Toronto's commitment to a safe environment, we are obligated to exercise due diligence in our screening process.

The screening process for all clergy, employees and volunteers in positions of trust requires a Police Information Check prior to participation in any employment or ministry capacity.

BEST PRACTICE GUIDELINES IN CANADA

Under the Best Practice Guidelines for Public Safety under the concept of Duty of Care, all individuals in positions of trust require an interview, 3 reference checks, and a current and clear Police Information Check.

Learn more at:

[Screening-Best Practices](#)

Applicant Instructions for an Enhanced Police Information Check

Applicants may complete a Police Information Check through the secure online link to our landing page through our service provider, Sterling Talent Solutions. The cost of this search is covered by the Archdiocese of Toronto. This screening process will take approximately 10 minutes and should be completed in one sitting using a computer, laptop or i-pad.

✓ Click to start check: www.sterlingtalentsolutions.ca/Archdiocese-of-Toronto

View step-by-step video demonstration:
<https://bit.ly/2Q4sV8Y>

Step 1: Consent and Registration

You will require an email address to complete the screening consent process and one can be created free of charge through Gmail, Outlook or Hotmail.

- Create your personal account through Sterling Talent Solutions' online platform by clicking on the link above to register.
- You will need to create an account with your information to consent to the search.

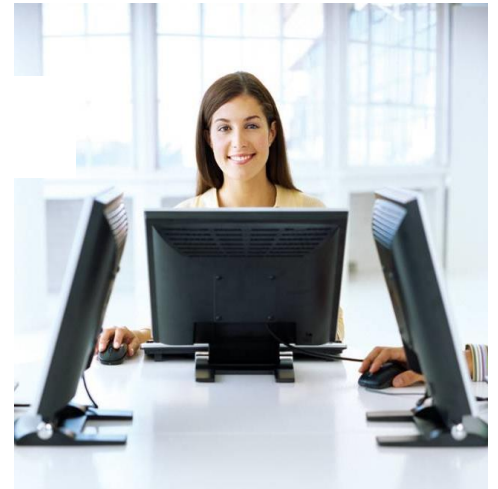
By using your email address and creating credentials to access your account, you are providing consent to the online search through Sterling's police partners.

Step 2: Check your email

You will receive an automatic email from mybackcheck.com in your email account;

- **Open** the email, **click** on the secure link and **log back into your account** with Sterling to initiate the ID verification portion of the search.
- This message will appear immediately in many cases; some email service providers may filter into junk or spam folders.

Contact Sterling's Client Support should you experience any technical challenges or if you have not received the email.



Step 3: Verify your ID

Complete the questions related to your credit file and address history to verify your identity online; this will not affect your credit score in any way.

- Please note that the question related to entering your SIN # is optional and can be skipped; TransUnion's system uses this as a method to match your ID to your credit profile, however, it is not mandatory.
- Applicants will receive 4-6 questions automatically generated by TransUnion's system based on your credit history.
- This information is not shared with the Archdiocese of Toronto or Sterling Talent Solutions.
- TransUnion will confirm your identity through security questions so that police services may process your search.

WHAT HAPPENS IF MY IDENTITY CANNOT BE VERIFIED?

As some applicants may have little credit or a “thin” line of credit, there are some instances where an applicant may not pass the ID verification questions through TransUnion’s ID authentication process.

In some cases, an applicant may be a newcomer to Canada, 18-19 years of age with minimal credit history, or not have any credit history to date.

Printing Canada Post ID Verification Form:

For situations such as these the online system will automatically generate a Canada Post ID Verification Form for the applicant which may be downloaded from your online account with Sterling Talent Solutions.

The form will have your information on it; print the form and visit your local Canada Post location.

Two types of acceptable Government issued Photo ID are required and are listed on the form.

ID will be viewed in person, and the bar code will be scanned and sent to Sterling; this will prompt police services to conduct the search; your results will be posted to your account within 24 hours. For applicant privacy this information is deleted from Canada Post servers.

Sharing your Results with the Archdiocese of Toronto and your rights

Step 4: How do I view and share results?

Results will be communicated by Sterling’s police partners and posted to your account within 24 hours of the date that your ID has been verified.

Log into your account to view your results:

- Check your email in-box for an email from mybackcheck.com; click on the secure link in the email so that you may be able to log into your account and view your results;
- If you require assistance in accessing your account or if you forgot your password, contact Sterling’s client support.

Sharing your results:

- The Volunteer Screening Representative will send your Pastor or Department Head a general email confirming your name and date of the clearance.
- For applicant privacy, the Archdiocese of Toronto will not send the actual report via email to any parish location as they contain personal information such as your name, date of birth and results; we will confirm with your parish/department that the report is clear.
- You have access to view your results and share with other organizations that you volunteer with as well.

Your legal rights under Bill 113, Police Record Check Reforms Act, 2015:

If you decide to not obtain a police information check for a position of trust, you will not be eligible to participate in a high risk ministry. You may speak with your Pastor regarding availability for a General Risk ministry position should you be suited to the role as these positions do not require a police information check.

As this document is your report, you are also welcome to share the results with any other organization that you volunteer with if you choose to do so.

APPLICANT BENEFITS

Access to your information anytime

No cost for the search

Ability to share results with other organizations (i.e. volunteer/employment)



VOLUNTEER Screening Program

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