

**PETERBOROUGH DIOCESAN COUNCIL OF
THE CATHOLIC WOMEN'S LEAGUE OF CANADA
POLICY AND PROCEDURE**



April 2019

**POLICIES AND PROCEDURES of
Peterborough Diocesan Council of
The Catholic Women's League of Canada**

1 GENERAL POLICIES

An attempt to avoid duplication of the Constitution and Bylaws and National Manual of Policy and Procedure, Spiritual Advisor's Handbook and Roberts Rules of Order has been made. Members are bound by the rules of these documents.

1.1 Peterborough Diocesan CWL

The Peterborough Diocesan Council (assembled at convention) shall consist of voting (parish presidents or their rep) and accredited delegates (diocesan officers, life members and parish accredited) and shall meet in annual convention.

The Peterborough Diocesan Executive shall consist of the diocesan officers plus each parish president or her representative. Executive members have the rights and obligations to attend diocesan executive meetings and the diocesan convention.

The Peterborough Diocesan Officers shall include all members elected at diocesan convention and those appointed to fill a vacancy.

The Peterborough Diocesan Spiritual Advisor, appointed by the bishop, has no voting privileges.

1.2 Officers and Executive Positions

Chairpersons shall be appointed to the standing committees by the president, in consultation with the spiritual advisor and diocesan officers, following elections. Other positions inclusive of the corresponding secretary shall be appointed by the president in consultation with the officers.

Any vacancies shall be filled by appointment by the president as agreed by the diocesan officers.

Upon acceptance of a position as an officer, the officer shall attend a minimum of 2/3 of meetings and fulfill her duties in order to retain the position.

The president, in discussion with the officers, will assign a group of parish councils to each diocesan liaison officer for the purpose of mentoring and enhancing communications between the diocesan and parish councils.

A newsletter editor, life member liaison and webmaster shall be appointed by the president. While invited to attend all executive meetings, these sub-chairs do not have voting privileges. They shall receive all executive mailings.

1.3 Meetings

All meetings and workshops may include mass, spiritual reflections and opportunities for discussion among participants on relevant topics.

Meetings shall be called at the discretion of the president.

Draft agendas will be made available to attendees two weeks prior to a meeting.

1.3.1 Diocesan Officers' Meetings

The diocesan officers shall meet at the request of the president for the purpose of discussing specific League business or urgent issues. Any business or urgent issue must be documented and presented for discussion and vote. Any recommended motions must be voted on at the next executive meeting. The results of the vote will be recorded in the minutes by the secretary.

1.3.2 Diocesan Executive Meetings

The diocesan executive, with interested members as observers only, shall meet twice annually once in the fall and once in the winter. One meeting may be held via conference call.

The pre convention meeting will be held via teleconference or in the evening prior to the diocesan convention, if possible.

The post-convention meeting shall follow immediately after the diocesan convention or within six weeks of the convention.

1.3.3 Diocesan Convention Meetings

The planning and organization of the annual convention is a joint responsibility of the diocesan officers, the spiritual advisor and the host council(s).

Suggestions are included in the Peterborough Diocesan CWL Guide to Hosting the Diocesan Convention. Officers and convention conveners shall have a copy of this in their files.

A joint diocesan executive and host council committee shall be given the tasks of planning the diocesan convention with the responsibility of determining the guests, speakers, charities of choice, liturgies, displays and convention activities that best reflect the CWL themes.

The diocesan officers shall meet with the host convention committee at least once in advance of the convention.

1.4 Correspondence

All correspondence shall be signed by the president or her authorized designate. Correspondence concerning business or urgent issues will have the support of the officers in regard to the business or urgent issues.

Correspondence shall be maintained and circulated as per diocesan policy (see 3.5.3 and Appendixes).

Correspondence shall be maintained ~~on~~ in the current file during the president's term and historical documents transferred to archives at the end of her term.

Confidential sealed archived correspondence may be viewed only by the president after consultation with the president-elect and spiritual advisor.

1.5 Executive Lists

A list of the current parish executive (including their names, mailing addresses, email addresses, phone numbers and positions) and spiritual advisor shall be submitted annually to the diocesan organization chair (president-elect) by the parish president or secretary. This list will be distributed to conduct the business of the Peterborough Diocesan Council.

Lists of executive members shall be shared with the bank and the insurance provider.

The directory shall remain confidential. Members are responsible to delete or shred outdated directories immediately upon receipt of an updated directory.

In a timely manner a list of the diocesan officers and spiritual advisor will be sent to the provincial administrative assistant who will reorganize the names into committees and share the information with the relevant provincial officer or spiritual advisor, who in turn will share the list with relevant diocesan counterparts.

1.6. Diocesan Events

1.6.1 Development Day

A development day or an alternative shall be offered once a year to the members of the diocese in order to enhance spiritual growth and personal development.

Expenses for diocesan officers and spiritual advisor to attend and participate shall be paid by the diocesan treasury.

The speaker for development day shall receive an honorarium or gift in addition to expenses for travel or materials.

1.6.2 Leadership Courses

Leadership training shall be encouraged in locations throughout the diocese.

A registration fee shall be collected for the diocesan treasury from each participant.

This fee will include cost of materials and speakers and speaker's expenses.

1.6.3 Diocesan Officers and Life Members Retreat

A retreat will be held for officers and life members at a time appropriate for the group. A budget of \$200.00 for rental of a facility, honorarium and materials will be maintained as part of the diocesan budget. Arrangements shall be made by the life member liaison and spiritual development chair. Attendees are responsible for their own expenses.

1.6.4 Diocesan Officer Visits to Parish Council Meetings/Events

Requests for the president or any diocesan representative to attend parish council functions shall be sent to the diocesan president prior to extending an invitation to the speaker.

The diocesan president will confirm the attendance of an authorized diocesan representative via letter or e-mail. A copy of the correspondence will be given to the treasurer as authorization for payment of travel expenses from the diocesan treasury.

As per parish council requests, parish meetings/events may be advertised with invitations to attend at their own expense.

Diocesan liaison officers are encouraged to attend the parish council meetings as a resource person. Expenses to attend such meetings may be paid from the diocesan treasury.

1.7 Election of Officers

The timelines and procedure will closely follow the CWL national policy and procedure manual (Article XVI).

The president will appoint a chairperson for the nominations committee. The committee will consist of a minimum of three experienced members. Candidate applications will be screened, by a parish screening committee, at low trust except for the positions of treasurer, secretary, president and president-elect, which will be screened high trust. A recommended slate of candidates will be distributed to all councils 45 days prior to any election.

The president, candidate and nomination committee members would consult to resolve any disputes concerning eligibility.

2 FINANCIAL POLICIES

2.1 Bank Account

Only donations for diocesan and provincial projects shall be collected and dispersed through the general account. Other donations received by the treasurer shall be returned to councils or redirected to the charity.

The Peterborough Diocesan Council as recommended by the national auditors will attempt to maintain additional operations costs of one year.

Cheques will be ordered without an address so they can be used by a subsequent treasurer.

2.2 Source of Income

The source of diocesan funds shall be:

- per capita fees
- convention registration
- workshops and development days
- spring and fall meetings
- development fund subsidies
- bank interest
- personal and council donations
- fund-raisers as approved and needed

In trust donations shall be forwarded to the relevant charity/purpose.

2.3 Special Collections

All monies collected shall be counted by a minimum of two people.

Cheques will be made out to the appropriate organization and forwarded in a timely manner.

Tax receipts may be issued by the receiving agency if a member submits a personal cheque as part of a collection. A tally sheet will be provided by the diocesan treasurer.

2.4 Diocesan Budget

The diocesan president shall appoint a budget committee to be chaired by the treasurer to include two other officers with president and spiritual advisor *ex officio*.

The budget shall be presented for approval at the fall meeting.

The budget may be amended automatically due to subsequent motions.

A copy of the approved budget shall be attached to the minutes.

2.5 Investments

Funds may be invested in redeemable GIC certificates, if warranted, allowing for sufficient cash flow.

No motion is required but GIC activity, balances and maturity days shall be included in all treasurer's reports.

2.6 Review

A review of all diocesan accounts must be completed annually.

Diocesan books and records will be made available to the reviewer on or before February 15th.

An honorarium (\$50) shall be given to the reviewer upon completion of the review.

A copy of this review shall be emailed/mailed by the treasurer to all delegates attending convention at least three weeks prior to the convention.

A motion to approve the annual financial report shall be made by the treasurer at the convention.

A motion to appoint the reviewer of the diocesan books must be approved by the executive in the fall meeting prior to the review.

2.7 Voluntary Projects

2.7.1 Diocesan Projects

Additional diocesan projects, as recommended by the diocesan officers, shall be reviewed annually by the diocesan executive at the fall or winter meeting.

Donations shall be reported by parishes in the annual report book.

Approved diocesan projects include:

- Diocesan Retired Priest Benefit Fund
- Diocesan Seminarian Fund
- Diocesan Vocations Office
- Good Shepherd Foundation (Funds can be designated for youth, evangelization and post secondary education, seminarians, retired priests, Sacred Heart College, etc.)
- PJP II House (discernment for the vocation of the diocesan priesthood)

NOTE: Send donations payable to "The Diocese of Peterborough" or "RCEC" to: The Diocese of Peterborough, PO Box 175, Peterborough, ON K9J 6Y8, – with a note on the memo line indicating where you wish your donation directed.

- Diocesan Respect Life Office (Fund in transition - please donate to local crisis pregnancy centre.)

2.7.2 Provincial Projects

Parish CWL councils are encouraged to support the CWL provincial bursary fund for seminarians in memory of Bishop Bernard F. Pappin.

Cheques should be made payable to Ontario Provincial Council of The Catholic Women's League of Canada or OPCCWL. The <http://www.peterboroughcwl.com> "contact us" may be used to receive the mailing addresses for the provincial treasurer.

2.7.3 National Projects

CWL parish councils and members are encouraged to support the CWL national voluntary funds for the following:

- Canadian Catholic Organization for Development and Peace 1% Program
- Catholic Missions In Canada
- Catholic Near East Welfare Association
- Coady International Institute
- Euthanasia Prevention Coalition (until 2020)
- National Bursary Fund

Please use remittance form with cheque payable to The Catholic Women's League of Canada and send to:

CWL National Office, C-702 Scotland Ave, Winnipeg, MB R3M 1X5

- Catholic Women's Leadership Foundation (CWLF)

CWL parish councils are encouraged to support the Catholic Women's Leadership Foundation for leadership development of Catholic women across Canada.

Please send with cheque payable to Catholic Women's Leadership Foundation directly to: CWLF, 12241 - 132 St., Edmonton, AB T5L 1P7.

Charitable donation receipts are available for personal and council donations. As CWL members we are affiliated with World Union of Catholic Women's Organisations.

2.8 Provincial Convention Account

A separate diocesan convention account shall be maintained when hosting a provincial convention with committee signing authorities of the diocesan president and or committee chairperson with the committee treasurer and committee secretary. This account shall be closed after the convention and funds returned to the diocesan general account. A financial report of this account shall be included in the annual report book.

Funds may be invested in GIC certificates, if warranted.

All monies collected for diocesan treasury should have two counters and be initialed by both on the sealed envelope marked with the date and purpose of the collection. (P&P 2.3)

2.9 General Liability and Directors' and Officers' Coverage

Members of the Peterborough diocesan and parish councils take part in activities that require insurance coverage:

- a) Each parish CWL member is included in coverage provided by the parish from Catholic Mutual Insurance for two million dollars (\$2,000,000) for parish activities.
- b) Each parish CWL member has general insurance for two million dollars (\$2,000,000) paid by national office (\$.65 of membership fee). *(This will change in February 2020.)*
- c) Each diocesan CWL executive member (officers and parish presidents) has ~~\$2,000,000~~ liability insurance coverage for two million dollars (\$2,000,000) through national office. This annual fee of \$.76 per voting member will be invoiced in February.
- d) Each diocesan executive member has personal liability coverage by the Directors and Officers Liability insurance for five million (\$5,000,000) dollars provided through Ontario Provincial Council. This annual fee of \$230 is due in February.
- e) Each diocesan executive member shall be covered by directors and officers personal and entity liability insurance for two million dollars (\$2,000,000). This policy shall be reviewed annually by the president, and if approved, procured by the diocesan council for no more than \$1,000 annually.

2.10 Timely Payment of Expenses

Expenses with receipts shall be submitted on the diocesan claim form to the treasurer within two months of any CWL event or meeting.

2.11 Per Capita Fee

The diocesan per capita fee shall be \$5 per member (effective Jan. 1, 2003).

2.12 Travel Allowance (see *handout of options*)

A travel allowance of \$.30 per kilometre may be claimed by diocesan officers and a spiritual advisor for authorized CWL business and meetings.

Diocesan officers are encouraged to car pool wherever possible and the designated diocesan officer as a driver shall claim the travel expense.

Alternately, an annual travel allowance of \$300 shall be given to the diocesan spiritual advisor in December with a claim form prepared by the treasurer and no receipts required. This item will be included in the budget.

2.13 Meal Allowance (where applicable)

Meals may be claimed for authorized CWL business and meetings at the following rate:

Breakfast \$10; Lunch \$15; Dinner \$25 No receipts required. Meal allowances may be paid before event/convention as needed.

2.14 Speakers

An honorarium or gift given to a guest speaker shall not exceed \$200.

Other expenses such as mileage and materials shall be decided by vote of the officers.

2.14.1 Officers as Speakers

Officers who have the approval of the president, prior to accepting a speaking engagement representing the Peterborough Diocesan Executive, may retain a gift or honorarium given to the officer and may claim mileage from the diocesan treasury.

2.15 Expression of Sympathy and Get Well Wishes

A mass shall be offered by the diocesan executive on the death of any diocesan officer, parish president, or the spouse or child of same provided the diocesan president is notified.

A mass shall be offered by the diocesan executive for a serious illness or surgery for any diocesan officer, parish president, or the spouse or child of same provided the diocesan president is notified.

Other offerings shall be decided by the diocesan president in consultation with the spiritual advisor, and later ratified by vote.

2.16 Other Expenses

Expenses, accompanied by receipts, for photocopying, telephone calls and office supplies, etc., may be claimed by the diocesan officers and spiritual advisor as required to complete the duties of their position.

Computer printing of CWL information and creating correspondence by diocesan officers and spiritual advisor may be claimed at \$.10 per page, in lieu of receipts. The cost of transportation, accommodations, meals to attend provincial meetings and provincial conventions, shall be claimed by the president from the provincial council.

Other expenses for the spiritual advisor may be authorized by the diocesan officers.

2.17 Stipends for Spiritual Advisor and Clergy

The diocesan spiritual advisor shall receive an annual stipend of \$100 in December. An annual stipend shall be forwarded to the diocesan spiritual advisor for a monthly mass for the intentions of the members of the diocese.

An additional stipend per mass shall be forwarded by the treasurer for requested masses for intentions and deceased.

A stipend shall be given to the main celebrant at the fall meeting, convention and other authorized gatherings.

All stipends shall be paid at the current diocesan rate for announced masses. (Currently \$20)

A stipend or donation to charity of his choice shall be offered to the bishop following his role as the main celebrant during the diocesan convention. (Currently \$50)

2.18.1 Leadership Courses

Expenses relevant to the leadership course shall be submitted to the diocesan treasurer.

2.18.2 Workshop/Training/Spiritual Development Day

A registration fee shall be collected for the diocesan treasury from each participant. This fee will include the cost of materials, speakers and lunch. (Currently \$15)

The hosting council shall retain an agreed-upon fee for the luncheon. (Currently \$8)

All funds and expenses shall be presented to the diocesan treasurer.

A funding subsidy may be available through National Development Fund or the Ontario Provincial Development Fund. The president or designate would seek such sources of funding.

An annual retreat will be offered in November for the officers and life members. A budget of \$200 will be made available to cover the cost of a speaker and the rental of an accommodation.

2.19 Convention Expenses

2.19.1 Diocesan Convention

Travel, meals, registration and shared accommodations shall be paid by the diocesan treasury for all diocesan officers to attend annually.

The life member liaison, webmaster and the newsletter editor shall receive \$50 each towards their expenses for attending diocesan convention.

Travel, meals, registration, parish replacement expense and accommodations shall be paid by the diocesan treasury for the spiritual advisor to attend annually.

Expenses of national and/or provincial representatives shall be paid as per national/provincial manuals of policy and procedure.

Complimentary registration and tickets shall be given to the bishop, provincial representative, national representative, and guest speakers as well as others agreed by the diocesan officers.

Registration shall be paid for all diocesan life members.

The registration fee for the diocesan convention shall be \$30 for two days and \$15 for one day (effective 2016).

The annual report books shall be included as part of the registration fee.

An agreement outlining specific duties and costs for both diocesan and host councils shall be presented and reviewed with the hosting council following diocesan and national guidelines for hosting a diocesan convention.

2.19.2 Provincial Convention

Travel, meals, registration and shared accommodations shall be paid for the president from the provincial treasury to attend the annual convention.

Travel, meals, registration and shared accommodations shall be paid from the diocesan treasury for the president-elect to attend the annual provincial convention, funds permitting.

Travel, meals, registration, parish replacement expense and accommodation shall be paid from the diocesan treasury for the spiritual advisor to attend the annual provincial convention.

Subsidies for other officers shall be determined by motion, funds permitting.

2.19.3 National Convention

Travel, meals, registration and shared accommodations shall be paid for the president from the diocesan treasury to attend one out-of-province convention during her term of office.

Travel, meals, registration, parish replacement expense and accommodations shall be paid for the spiritual advisor from the diocesan treasury to attend one national convention out-of- province during his five-year term of office.

Travel, meals, registration and shared accommodations shall be paid from the provincial treasury for the president to attend an in-province national convention.

Travel, meals, registration, parish replacement expense and accommodation shall be paid for the spiritual advisor to attend an in-province national convention.

Subsidies for other officers shall be determined by motion, funds permitting.

The Peterborough Diocesan Executive shall approve a stipend to assist a new life member with the expenses of attending the national convention, funds permitting.

3 PUBLICATIONS & OTHER MEDIA

3.1 Diocesan Privacy Policy in Publications

Contact information for officers and presidents shall consist of email addresses and personal phone numbers. Personal addresses shall not be included.

3.2 Minutes of Meetings

Completed minutes, except for convention minutes, as previewed by the president, shall be distributed within 15 business days of the meeting.

Minutes of the diocesan officers' meetings shall be distributed to the diocesan officers and spiritual advisor only.

Minutes of diocesan executive and convention meetings shall be distributed to the diocesan officers, sub-committee appointments, parish presidents and (upon request) life members.

The secretary shall keep a signed copy of the minutes of the current and previous terms and give previous signed minutes to the historian for the archives.

The minutes of the annual Peterborough diocesan convention shall be approved at the fall meeting of the Peterborough Diocesan Executive.

3.3 Confidential Documents

In camera minutes are confidential and will not be distributed.

Confidential minutes and documentation will be marked on each page as "PRIVATE & CONFIDENTIAL DOCUMENT" and shall become a permanent closed record.

Confidential minutes and documentation will be filed separately from minutes of the open meeting. The documentation and minutes will be stored in a sealed envelope and marked "Private & Confidential".

If a document is marked "PRIVATE & CONFIDENTIAL" access may be granted only to the diocesan president and only after consultation with the spiritual advisor and president-elect.

3.4 Motions Book

Motions passed at meetings of the Peterborough diocesan officers, executive and council shall be entered by the diocesan secretary in the official "Motions Book" with the date and number.

Within 15 business days of the meeting, the secretary shall prepare and forward the page(s) of motions and recommendations to all officers for their motions file. Motions shall be kept in the current file for five years. After a five-year period, the motions shall be archived by the secretary to the historian as a permanent record.

3.5 The Peterborough Diocesan CWL Manual of Policy and Procedure

Policies are established by motion, duly made, seconded and carried at a meeting of the Peterborough diocesan executive.

Procedures are intended to provide an orderly administration of League affairs at the diocesan level.

A copy of the Peterborough Diocesan CWL Manual of Policy and Procedure shall be available to members on the diocesan CWL website.

A copy of this manual shall be in the custody of each diocesan executive member and given to her successor when her term is completed.

3.5.1 Document Review

Policies and procedures are subject to periodic review, at least once during each president's term.

The president shall appoint the review committee which shall include a chair, two other diocesan officers, one parish president and one life member. The president and spiritual advisor shall be *ex officio*. The names of committee members shall be noted in the minutes.

3.5.2 Revisions to the Peterborough Diocesan CWL Manual of Policy and Procedure

The president will give notice to the executive of the timeline for receipt of proposed amendments.

The chair will review the diocesan official motions book, plus provincial and national policy changes for possible amendments.

Proposed changes shall be submitted to the chair before the deadline.

The committee shall review all items and prepare a list of proposed revisions.

Proposed revisions shall be itemized and distributed to the diocesan executive 30 days prior to the executive meeting, when the review/vote will be taken.

Changes to the Peterborough Diocesan CWL Manual of Policy and Procedure shall be authorized by the diocesan executive.

Once changes have been approved, revision of the manual will be completed by the chair in consultation with the committee.

Revised pages shall include a dated footer.

The chair will prepare and distribute copies of the approved policy and procedure at the pre-convention meeting. Old copies will be collected and destroyed. A record of who received the latest revision will be completed.

A finalized electronic copy shall be shared with the executive and a CD/data stick with a working copy shall be archived with the secretary.

Additional changes may be made at any meeting as the result of an approved motion. These changes can be inked in and the secretary shall subsequently notify all officers, council presidents and the webmaster of the change(s). The secretary shall revise the data stick.

The diocesan website shall contain the most up-to-date version of the Peterborough Diocesan CWL Manual of Policy & Procedure.

3.5.3 Diocesan Archives (See Appendix A)

Archival guidelines shall be included in the appendix of the diocesan manual of policy and procedure.

Currently archives are stored in a locked cupboard at St. Mary's School, 16 St. Lawrence St., Lindsay. Keys are held by diocesan past president and communications chair as well as with the parish CWL key to the school.

The president will review all correspondence at the end of her term and give to the historian items that are relevant to maintaining historical records.

3.6 Guidelines for Diocesan Executive

Duties of the executive members shall be as outlined in the Peterborough Diocesan CWL Guidelines.

An executive committee approved by the president will review at least every two years the roles and responsibilities of executive members.

A set of guidelines will be presented at a pre-convention meeting prior to a new election.

Upon acceptance of a position as an officer, the officer shall attend a minimum of

2/3 meetings and fulfill her duties in order to retain her position.

An officer may be removed from her position for failure to perform her duties, using the process outlined in the Constitution & Bylaws.

3.7 Peterborough Diocesan CWL Newsletter

The purpose of the newsletter shall be to:

- give directives to the parish councils
- promote CWL convention, projects and events
- promote leadership of members and CWL programs
- educate and inform

Submission date for the spring newsletter is January 31st with publication within one month.

Submission date for the fall newsletter is August 31st with publication within one month. The president shall submit her article within two days after she has reviewed the draft copy of the newsletter.

Each issue shall contain the current contact information for the diocesan officers.

Forms, petitions, etc., that need to be returned may be mailed with the newsletter but do not constitute part of the newsletter.

One copy of the diocesan newsletter shall be mailed electronically to each executive member, parish spiritual advisor, life members, the bishop, the provincial and national presidents and communications chairpersons plus the provincial newsletter editor. The president shall request print copies be distributed as needed and may request cost recovery of printing or mailing.

Any requests for funds made in the newsletter shall be made by the diocesan treasurer.

Chairpersons should try to cover different aspects of their committee in each issue.

The newsletter shall be a maximum of 24 pages.

3.8 Peterborough Diocesan CWL Website

The website (www.peterboroughcwl.com) shall contain the names and email addresses of the diocesan officers and spiritual advisor with their consent.

The website shall contain copies of the manual of policy and procedure, guidelines, convention guide, newsletter and past and future diocesan and parish events and awards as submitted, as well as election and convention information as appropriate. Items older than two or three years shall be archived to keep the site current.

3.9 Diocesan Convention Publications

3.9.1 Convention Package Information

The convention package shall be sent before January 31 and shall include:

- welcome letter from the diocesan president
- welcome letter from the diocesan spiritual advisor
- welcome letter from the convention conveners which includes info about skits/entertainment
- registration form with deadline date
 - a) credential form (one voting, two accredited per council) - sent to all councils and on website
 - b) diocesan officers accredited delegate credential forms for all officers including president
 - c) life member accredited delegate credential form mailed or emailed directly to

each life member.

- tentative program
- meal/event form with deadline date
- hotel information and options
- maps, etc., and other details
- project info if appropriate
- convention theme info
- social info
- parish awards form with deadline date

3.9.2 Convention Guide

Changes to the Guide to Hosting the Peterborough Diocesan Convention shall be authorized by the diocesan executive with input from the hosting committee.

The Guide to Hosting the Peterborough Diocesan Convention shall be reviewed and revised annually by the diocesan officers.

A copy of the Guide to Hosting the Peterborough Diocesan Convention shall be available to members on the diocesan CWL website.

A copy of the convention guide shall be mailed electronically to the hosting council for convention.

Diocesan officers and sub-committee appointees shall receive an electronic copy of the guide.

3.9.3 Annual Report Book

The diocesan CWL annual report book shall contain:

- list of diocesan officers and spiritual advisor at year end
- list of parish presidents and spiritual advisors at year end
- list of life members
- letter from the bishop (optional)
- annual report from the diocesan spiritual advisor (diocesan overview and activities)
- annual report from the diocesan president (diocesan events, initiatives and overview - not summary of parish or officers' reports plus activity report)
- annual report from each diocesan officer (summary of parish counterparts plus activity report and recommendations)
- annual report from life member liaison
- annual report of the parish presidents (one highlight of council activities)
- list of parish activities (include names of charities and other items such as food banks)
- membership report
- summary of parish donations
- summary of donations collected and remitted
- reviewed financial report of all diocesan accounts

3.9.4 Convention Liturgy and Program Booklet

The liturgy and program booklet shall contain:

- cover page including council and convention name, dates, and location, theme and logo
- The Angelus (Regina Coeli in Easter Season)
- letter from the bishop

- letter from the host spiritual advisor
- letter from the host president
- letter from the diocesan spiritual advisor
- letter from the diocesan president
- liturgy for the masses (opening mass - host council; closing mass - diocesan council; one day convention – joint planning committee)
- standing rules of the convention
- agenda prepared by the president and/or secretary
- spiritual reflections and programs
- words for any songs or hymns (numbered and clustered) upon receipt of copyright permission
- gathering music and grace
- League Prayer

3.9.5 Evaluation Form

An evaluation form shall be prepared and distributed at convention to rate speakers, reports and accommodations and meals to assist in planning future conventions.

These evaluation forms shall be given to the current president who shall prepare a summary to be distributed to the officers.

NOTE: Policy and procedure may be added or amended by motion approved by the Peterborough Diocesan Executive.

APPENDIXES

A1. Archival Guidelines (See 3.3.1)

If requested by the past president, the president may appoint an archive committee, chaired by the past president, to review materials from the previous term. The president and spiritual advisor shall be *ex officio*.

The president may appoint an additional committee for a special anniversary. Every two years, a dated index of archived materials shall be submitted to the president and secretary and noted in and appended to the minutes with a dated copy kept in the archives.

All archives shall be kept in one location where possible on church property in a secure locked storage space.

Access shall be authorized by the diocesan president or past president.

The diocesan banner and relevant flags shall be stored with the archives.

All items that are considered permanent records shall be labeled as such.

If a document is marked "PRIVATE & CONFIDENTIAL" access may be granted only to the diocesan president in consultation with the spiritual advisor and president-elect.

A2. Diocesan Archives Items or Materials

Items in the diocesan archives shall include actual documents or electronic version:

- original charter, framed if possible
- minutes of all executive meetings, officers' meetings and conventions in dated binders older than six years
- motion book with entries older than five years
- binder with annual list of diocesan executive and spiritual advisor
- binder of two-page histories written by each president regarding her term
- list of anniversary dates for each council
- other written histories
- annual reports
- samples of newsletter
- other articles and photos, e.g., obituaries
- minutes for previous term shall be held by the secretary
- motions book with entries less than five years old shall be held by the secretary
- accounting records including cheques and receipts for five years shall be held by the treasurer (after five years the ledger may be moved to archives)

A3. Archival Records Retention Schedule

A sign-in sign-out book shall record all items added or removed from the archives. The index of archived materials shall be updated by pen with each addition or subtraction.

A copy, updated at least every two years, shall be filed with the minutes.

Items that shall be considered as permanent records shall include:

diocesan charter, diocesan minutes, diocesan motions book, annual report book,

Other items that may be subject to review (because of space) shall include:

diocesan theme banners, scrap books, photo albums, awards, newsletters, written histories, programs, and correspondence.