



**The Catholic Women's League of Canada  
Alberta Mackenzie Provincial Council**

**Organization Chair/President-Elect  
January 23, 2021**



TO: Diocesan Chairpersons of Organization, Diocesan Presidents  
 CC: Provincial Executive (for information)  
 CC: National Chairperson of Organization (for information)  
 FROM: Mary Hunt Provincial Chairperson of Organization

**Annual Reporting Timelines Reminder**

Due dates for the completion of Annual Reporting are as follows:

<b>From</b>	<b>To</b>	<b>By</b>
Parish President	Diocesan President	December 15 by paper January 15 electronically
Parish Chairpersons	Diocesan Chairpersons	December 15 by paper January 15 electronically
Diocesan Chairpersons	Diocesan president & Provincial Chairpersons	February 15
Diocesan Life Member Liaison	Provincial Life Member Liaison	February 15
Diocesan President	Provincial President	March 1
Provincial Chairpersons	Provincial President & National Chairpersons	March 15
Provincial Life Member Liaison	National Life Member Liaison	March 15

Provincial Presidents	National President & National Office	March 31
National Life Member Liaison	National Organization Chairperson	March 31
National Chairpersons	National President & National Office	April 15
National President	National Office	April 30

### **Membership & Leadership**

During this time of COVID it is especially important for Diocesan Chairpersons to keep parish councils informed about the progress of the Strategic Plan so they remain interested and engaged in the future of the League.

As per the *National Manual of Policy and Procedure*, membership fees are due to parish councils on January 1<sup>st</sup> each year. Parish councils are then to remit per capita fees to national office by February 28<sup>th</sup>. The operation of diocesan, provincial and national levels are dependent on these fees. During this pandemic, online membership is the most efficient way to keep council membership information updated and to submit per capita fees. You are encouraged to work with parish councils to adopt online membership reporting.

Fran Lucas, National President-Elect and Organization Chair encourages us to set short and long-term goals and to review our progress regularly. This time of pandemic represents a time to work on our goals and to see what more can be accomplished in the months ahead. Be sure to include prayer as an important part of your planning.

May Our Lady of Good Counsel surround you with her love...

Mary Hunt  
 President-Elect & Organization Chair  
 Alberta Mackenzie Provincial Council  
 Catholic Women's League of Canada