**Nova Scotia Provincial Council Secretary**

**Annual Report 2019**

The Handbook for Secretaries is available and used. It is downloadable from National Office at www.cwl.ca under resource/manuals.

Secretarial duties included and was not limited to: assisting president with sending communiques; maintaining a list of the executive, Diocesan Councils, Parish Council presidents and Honorary Life and Life members with their contact information; recording minutes, attendance count, election register updated with chairperson, and preparing call to convention 2019.

Secretaries are responsible to send occasion cards, anniversary cards, and sympathy cards.

Our Council used other methods of hosting meetings - a couple of conference call meetings were held and in person meetings and conventions were also scheduled. Conference call meetings were long but productive and allowed everyone to be in attendance, at minimal costs.

The business of Provincial secretary has been made easier by my predecessor. The CWL secretary binder contains, handbook and secretary duties, most executive list, all directories and reference information, minutes, agendas, convention booklets.

Thank you for the prayers, the smiles, the joy and friendship 2019 has brought. May Our Lady of Good Counsel continue to intercede as we continue to work for God & Canada.

Your sister in the League,

Carol Ann LeBlanc,

Nova Scotia Provincial recording secretary