



# HANDBOOK

ANGLICAN CHURCH WOMEN

DIocese of SASKATCHEWAN

*ACW Members' Prayer*

*Almighty God, our heavenly Father, who  
didst send thy blessed Son into the world to  
become the Saviour of mankind: Grant to  
us a deep sense of gratitude for thy grace  
and mercy towards us. Enable us by thy  
Spirit to reveal thy love in prayer and work  
and stewardship, so that thy salvation may  
become known to all peoples, and thy  
Name glorified throughout all the earth,  
through Jesus Christ our Lord. Amen*

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The love of Jesus calls us  
In swiftly changing days  
To be God's co-creators  
In new and wondrous ways  
That God with men and women  
May so transform the earth  
That love and peace and justice  
May give God's Kingdom birth.

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Why a Handbook?  
To give all ACW members and especially all  
ACW leaders a guide which will provide some  
general information and practical answers to ques-  
tions that arise.

Foreword  
By the Bishop of Saskatchewan.

St. Mary's Church, Prince Albert, was so named by Bishop McLean at the request of the laymen and builders to honour the loyalty and courage of the women of the Diocese. It reminds us of the great examples of faithfulness, commitment, generosity and sacrifice which are so important to the story of the Church in this part of the world. Those virtues have been hallmarks of the W.A. and A.C.W. throughout our history as a Diocese. Whether it is cheerfully feeding a mourning family and community or raising financial and prayer support for Gospel sharing and action, the A.C.W. continues to have a focus on mission and service which we all need to reclaim.

I give thanks to God for your support and encouragement of our Congregations and Diocese and of the work and mission of the Church beyond our borders. As we think about Discipleship, Leadership and Mission, I thank God for all of you, disciples, leaders and missionaries.

Mamuwe isi Mliywachimowin  
Together in the Gospel

Michael W. Hawkins  
Bishop of Saskatchewan  
March 2011

**The Love of Jesus Calls Us**  
The love of Jesus calls us  
Our joyous praise to sing  
Our deeply felt thanksgivings  
We now together bring  
For all God's many blessings,  
Unasked yet still received  
And for the generations  
Who faithfully believed.

The love of Jesus calls us  
That we may always be  
Companions on a journey  
Where all the world may see  
That serving Christ is freedom  
Which time does not destroy  
Where Christ's command is duty  
And every duty joy.

The love of Jesus calls us  
To go where he would go  
To challenge all the limits  
To change, to learn, to grow  
To know Christ has freed us  
That prisons are no more  
For those who seek His Kingdom  
Christ opens every door.

**through the Diocesan ACW Secretary)**

**ORRA SHELDON RESOURCE CENTRE**

The Orra Sheldon Resource Centre has a great deal of very good materials that may be borrowed: Sunday School material, devotional material, Bible Commentaries; Videos; children/youth group material; Christian reading for adults/youth/children. Synod Office is open Tuesday, Wednesday and Thursday, from 9 AM to 4 PM. Synod Office address is 1308—5th Avenue East, Prince Albert. Phone: 763-2455.

**Introduction**

**ACW Purpose**

To unite all women of the Diocese in a fellowship of worship, study, and offering, with the aim of deepening and strengthening their own spiritual lives and leading them into Christian service in the parish, diocese, community, nation, and world.

**ACW Membership**

Membership shall be open to all women who are in sympathy with the purpose of the organization.

**ACW Aims**

1. to arouse and sustain an informed interest in the mission of the Church.
2. To recognize and encourage women who contribute their time and talents to the mission of the Church.
3. To assist parish organizations with their projects and programs.
4. To be a communicating network throughout the diocese for the support of diocesan programs.
5. To continue our financial support of the diocese. As a diocesan organization we contribute as a group: \$4500 to Episcopal expenses and \$2000 to the Chaplaincy Fund, annually.
6. To undertake and be responsible for such work as shall be agreed upon by the Diocesan ACW Executive Board.
7. To offer support to the parishes through worship, fellowship hospitality, and bible study.
8. To encourage youth work in the diocese.

## ACW Projects

Projects we support financially and in prayer  
Apart from our own parishes:

- Bishop's Discretionary Fund
- Rector's Discretionary Fund
- Camp Okema
- Chaplaincy Fund (for the support of a Summer student in our diocese)
- Primate's World Relief and Development Fund
- Anglican Fellowship of Prayer
- Leprosy Mission
- Orra Sheldon Resource Centre
- Collecting rummage for Northern points
- Youth Groups
- Missions as they are made known: e.g. the building of a new church at Cumberland House, prayer partners, theological students
- College of Emmanuel and St. Chad
- National Conference for Diocesan ACW Presidents

## ACW MOTTO AND HYMN

From its beginnings, the WA/ACW has had as its motto, "**The Love of Christ Constraineth us,**" and has sought to be governed and motivated by that spirit. The official ACW Hymn, "The Love of Christ Constraineth" was specially written for the WA in 1885. In 2006, this motto was re-

## CRADLE KITS

Welcoming the newly baptized babies of our congregations into the Church is important and "Cradle Kits" are a wonderful way to do this. Not only is the kit good as a "welcome", it also maintains contact with the child as he/she grows. The kit includes a letter and a growth chart to be delivered initially and six more letters to be sent at intervals. Each letter contains information about how parents can nurture their young children's faith, references and illustrations from familiar Bible stories and related activities. The ACW often takes on the duty of visiting the newest members of its parish and send letters to the children over the following years. Names of newly baptized babies in your parish may be supplied by your rector. Cradle kits are available through the Resource Centre at the Synod Office and at ACW Deanery and Annual Meetings.

## SALE ITEMS

- ◆ Cradle Kits
- ◆ ACW Pins
- ◆ Daily Devotional Booklets (ordered

## **BOOK OF REMEMBRANCE**

The Book of Remembrance is a book devoted to the memory of past ACW members in our Diocese who faithfully served the church. It was dedicated on June 10, 1942 in memory of Letitia Agnes Newnham, wife of the third Bishop of Saskatchewan. Names of departed members are each inscribed on a beautifully decorated page. The book sits at the rear of St. Alban's Cathedral, in the nave under the west window. Each week the St. Alban's Altar guild turns a page in the book. In order for a name to be entered into the book an application needs to be filled out and the Diocesan ACW board approves these application several times a year. The cost it have a name inscribed is \$30.00. Of this, \$20.00 is paid to the artist preparing the page and the balance is used for maintenance of this account (paper, postage, etc). Application may be obtained and inquiries directed to:

Book of Remembrance Secretary  
c/o Synod Office  
1308—5th Ave. E., Prince Albert, Sk. S6V 2H7.

vised by National President's Conference to  
“**The Love of Jesus Calls Us**”.



## **ACW CROSS**

The **Winchester** Cross was adopted as the badge of the WA, now ACW, in 1892. It originates from the centre of the Cross of Jerusalem, constructed in 1136 at St. Cross Hospital near Winchester, England. The four arms of the cross represent the glad tidings of the gospel, taught by the four Evangelists. They are also symbolic of the universality of Christ's redemption, pointing to all parts of the compass—north, south, east, and west.

Beginning long ago, the wearers of the Winchester Cross have cared for the less fortunate, persuaded of the truth of the well-known words: “Inasmuch as ye have done it unto one of the least of these, ye have done it unto Me”.

The pins of the cross are available for a small cost and normally go on sale at the Diocesan ACW Annual Meeting and ACW Deanery Meetings or may be obtained by contacting a member of the Diocesan ACW Board or the Resource Centre.

#### **CHAPLAIN**

The Bishop may in consultation with the ACW Executive appoint a Chaplain to provide advice and council and spiritual encouragement and direction.

#### **ST. ANDREW**

St. Andrew is the patron saint of the ACW; he exemplifies many of the qualities that we hope to bring to our work in the Church. Andrew was the brother of Simon Peter. In fact, he was responsible for Peter's call, for he went and "found his brother Simon... And brought him to Jesus." Andrew was a fisherman by trade. He was a follower of John the Baptist before being called by Jesus as a disciple. It was Andrew who told Jesus about the boy with loaves and fishes at the feeding of the five thousand; Andrew also assisted in the distribution of the food on that occasion.

Bishop's Discretionary; Pledge; Chaplaincy Fund; Fair Share, should be re-mitted to Diocesan Treasurer by the 15th of December.

#### **COLLECTION OF USED STAMPS**

Used stamps help raise money for the Canadian bible Society and the Leprosy Mission. Leave a 1/4 " border around the stamps and bring them to the Annual Meeting or a Deanery Meeting.

#### **CERTIFICATE OF RECOGNITION**

Certificates of Recognition are given by groups to worthy members, those whose service in the ACW branch has been extraordinary. An application must be filled out and approved by the Diocesan ACW Board. The certificate is usually presented to the recipient publicly in the context of a Sunday Service. The cost is \$30.00 and is used for Diocesan ACW Board expenses in preparation of same. Application may be obtained and inquiries directed to:  
Certificate of Recognition Secretary  
C/O Synod Office  
1308—5th Ave. East, Prince Albert, Sk.  
S6V 2H7



## ACW CALENDAR

### January:

- ◆ New Officer's names need to be sent to diocesan Office and Deanery Secretary (even if there have not been changes)
- ◆ Crafts are needed for sale at the ACW Annual Meeting in the spring.
- ◆ Deanery meetings need to be thought about each month.

### March, April or May

- ◆ Diocesan ACW Annual Meeting.
- At this time, "Thank Offering" monies can be turned in or payment made for Notes and News.

### May

- ◆ Spring Deanery Meetings. Parish ACW bring Deanery fees, and craft items for sale.

### September or October

- ◆ Fall Deanery Meeting. Parish ACW bring Deanery fees and craft items for sale.

### November or December

- ◆ Election of officers in each branch
- ◆ Money from your branch allocated to

The ACW tries to emulate Andrew by following Christ and working in faith. St. Andrew's Day is November 30th.

## HISTORY

It all began in 1885 with the concern of one woman, Mrs. Roberta E. Tilton who, with seven other churchwomen, approached the Domestic and Foreign Missionary Society at its meeting in Ottawa and offered the services of the women of the Church to help with the missionary work. The women were given the authority to form the "Woman's Auxiliary to the Missionary Society of the Church of England in Canada"; the first branch was formed on April 21, 1885 in Ottawa.

## Women's Auxiliary in the Diocese of Saskatchewan

The Venerable Archdeacon George McKay, incumbent of St. Alban's Cathedral, invited the ladies of his congregation to meet and organize a Ladies Aid Association in connection with church work. He noted that until the ladies were able to take a leading and active part in the church's interests there was no success. One project for

which money was needed was a fence around St. Mary's cemetery. The first officers appointed were:

President: Mrs. McLean

Vice Presidents: Mrs. Mair, Mrs. J.A. McKay

Secretary: Mrs. Way

Treasurer: Miss McLean

In 1905 a diocesan WA Board was formed.

In 1906, the first Annual Meeting was held.

In 1912, officers were first elected.

#### **MILESTONES:**

1885: "The Love of Christ Constraineth Us", motto chosen by Mrs. Roberta Tilton.

1886: Mrs. Margaret Medley of Fredericton, wife of the Metropolitan, agreed to accept the office of first President.

1889: WA Badge, Winchester Cross suggested by Mrs. Williamson and Mrs. Cummings, Toronto.

1891: First WA missionary, Miss Sherlock, was sent to Japan.

1892: Member's Prayer is compiled by Mrs. Williams, Quebec.

1895: Hymn written for WA: "The Love of Christ Constraineth", by Mrs. Cara B. Ev-

"Diocesan Level" treasurer, who the remits it to the Diocesan Accountant.

In addition, the board receives "thank offering" funds from "Parish Level" ACW. (See # XII from "Sample Agenda"). These funds are put on the offering plate at the Eucharist Service at the Diocesan ACW Annual Meeting. Parish ACWs should ensure that these funds are remitted by the time of the Annual Meeting.

Half of this money is given to the Board for its expenses. The other half is voted on by the members at the ACW Annual Meeting for Mission or outreach.

#### **Notes and News**

Our ACW newsletter in this Diocese is called the "Notes and News" and is normally issued three times per year. The subscription fee is \$5.00 per year; this to cover paper, copying and mail out costs. Payment for Notes and News made by cheque to Diocese of Saskatchewan ACW. Receipts will be issued for all monies received. Whenever possible, the publication will be e-mailed.

- ⇒ Bishop's Discretionary Fund
- ⇒ Chaplaincy Fund
- ⇒ Primate's World Relief and Development Fund
- ⇒ Camp Okema
- ⇒ The Canadian Bible Society
- ⇒ Other missions and charities as they are made known.
- ⇒ The branches are also responsible for financially supporting the ACW at the Diocesan level. See the following.

**Diocesan level:**

The Diocesan ACW Board is not a fund-raising body, yet it has financial commitments and relies upon the ACW groups and general membership to help fulfill its obligations. The board pledges \$4,500. per year to the Diocese, the money to be used for Episcopal costs. In recent years we have fallen short of this amount. The Board also gives \$2,000. per year to the Chaplaincy Fund, for the work of the Diocese.

“Parish” ACWs support the Board by sending their pledges or fair share, Bishop's Discretionary and Chaplaincy funds to the

ans, Montreal.

- 1917: Prayer Partner Plan adopted.
- 1919: Little Helpers established.
- 1923: The official magazine, “The Letter Leaflet” (Neither a letter nor a leaflet) is renamed, “The Living Message”.
- 1926: WA joins the Canadian branch of the League of Nations.
- 1930: Massive Western Relief effort was organized to help those in the severely depressed drought areas in the west.
- 1934: Prizes offered to theological students for best essay on “The Value of WA”.
- 1940: HRH, Princess Alice, countess of Athlone, became Patroness of the WA.
- 1944: WA prepares to welcome British War brides.
- 1946: WA President, Mrs. R.E. Wodehouse, was appointed as first woman delegate ever to attend the General Synod.
- 1954: First Dominion wide GA Conference held.
- 1960: 75th Jubilee Meeting held in Ottawa; attending for the first time were Indian delegate from the Yukon and an Eskimo delegate from the Arctic.
- 1962: Mrs. George Vanier made Honorary Patroness.

1964: WA met with other women's church groups at call of the Primate to discuss possible amalgamation.

1966: Anglican Church Women was adopted as the name for the new amalgamated group at the 81st Annual Meeting.

1969: National Board of Anglican church Women and General Synod jointly agreed on "integration" as a national goal.

1973: 88th and final Annual Meeting, Ottawa. National ACW Board is disbanded. Monies disbursed. Monies disbursed to General Synod.

1974: Following integration, the "ACW Unit" was formed as a sub-committee of the Program Committee of General Synod.

1977: Name changed from ACW Unit to "Women's Unit".

1992: Women's Unit is disbanded by Program Committee of General Synod.

"Partners in Canadian Mission Unit" formed to study all justice issues.

1995: New "Strategic Plan" adopted at General Synod such that ACW concerns now addressed by the Eco-Justice Committee of General Synod.

Since "integration", Diocesan ACW Presidents/Counterparts have held an Annual

board exists to serve the groups, and in order to do this, we need to hear from you.

### **WHY START A NEW GROUP?**

New groups are most welcome: If you see a need for a new group and want some advice on starting one, the Board would be delighted to help. Meetings may be held in the morning, afternoon or evening, in homes or at your church, whatever best suits the needs of the members. The program may follow any pattern desired but should provide interest and activity, be purposeful and stimulating, for only interested and enthusiastic members will attract others.

### **FINANCIAL COMMITMENTS**

#### **Parish Level:**

The Parish groups often give their talents to help with fundraising within the parish. If your group does raise money, the group as a whole should decide how to allot the charitable giving. Usually the parish itself gets the most substantial grant. The remainder of the money is commonly divided between other charities such as:  
⇒ Rector's Discretionary Fund

the BCP and BAS.

**XII. Thank Offering:**

Each member offers a sum of money as a thank you for daily blessings. Treasurer records the amount after each meeting. These funds are mailed to the “Diocesan Level” treasurer or turned in at the Annual Meeting.

**XIII. Fellowship:**

If possible it is always nice to have a time for the members to socialize and enjoy each other’s company.

**PRAYER PARTNERS PRAYER:**

God bless all missionaries at home and abroad, especially our Prayer partner (name) and the people of (——-). Keep them in peace and safety under the shadow of thy wings and enlighten and bless all those to whom they minister. For Jesus’ sake. Amen.

**ACW GROUPS**

The most important unit of the ACW work is the parish group, for without the existence of the branches all Board planning at the Diocesan level would be fruitless. The

Conference in the fall, organized by Diocesan ACWs in Ecclesiastical Provinces.

**ACW DEANERY DIVISIONS**

The Diocese is divided into three geographical sections, or deaneries and our ACW groups in the parishes fall into two categories:

**PRINCE ALBERT**

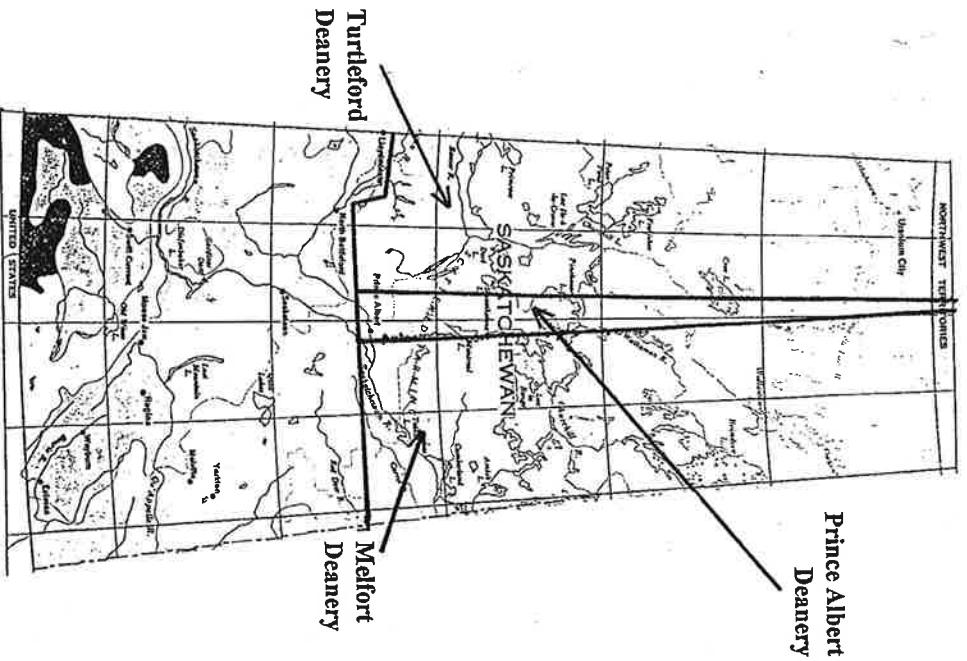
Birch Hills  
Brancepeth  
Briarlea  
Canwood

Deschambault lake  
Grandmother’s Bay

La Ronge  
MacDowall  
Mont Nebo  
Montreal Lake  
Prince Albert

Sandy Lake  
Shellbrook  
Stanley Mission  
Sturgeon Valley  
Weyakwin

## Deanery Map Diocese of Saskatchewan



moves its acceptance. It is then seconded, discussed and voted on.

### **VI. Reports:**

The President calls upon only those who have reports to make. Reports may be made by those who chair standing committees or special committees (parish dinner, annual meeting, Christmas bazaar, etc.) If a report requires action, the committee chair/woman moves adoption of the committee's recommendation. Some reports are given for information.

### **VII. Business Arising from Minutes:**

This is the time to discuss business which was mandated in the minutes but is not yet complete.

### **VIII. New Business**

The President always asks for new business or other business. This is the time when members may introduce motions.

### **IX. Adjournment**

A motion is made to adjourn.

### **X. Closing Prayers**

**XI.** Usually a closing prayer or prayers are said. Often the Lord's Prayer and the Grace is used. There are many books with occasional prayers and there are many beautiful prayers to be found in

devotional convenor or a designated person. Opening prayers usually include **a)** collect of the day from the BCP/BAS, **b)** the ACW Members Prayer **c)** the prayer Partners Prayer (See next pages for prayer). **d) Bible** reading for the day (BCP) and/or short Bible Study and/or a reading from a devotional or theological book or periodical. The Synod Office Resource Centre is a good source for study material as is your Rector who could supply you with something appropriate.

### **III. Minutes and their approval:**

President asks the Secretary to read the minutes of the last meeting. The Secretary will read and move the acceptance of the minutes. The President calls for errors or omissions. If none, they are approved as read. If errors or omissions are noted, the minutes are “moved as corrected”. The motion, once seconded, is then brought to a vote.

### **IV. Correspondence:**

Correspondence shall be read at the meeting and dealt with if required.

### **V. Treasurer’s Report:**

The Treasurer presents her report and

## **TURTLEFORD**

Fort Pitt  
Meadow Lake  
Turtleford

### **ACW ORGANIZATIONAL**

#### **STRUCTURE:**

National, Diocesan, Deanery and parochial:

#### **NATIONAL CHURCH**

At the National level, women’s concerns are directed to and dealt with by the Eco/Justice Desk at the National Church. A National conference is held annually for Diocesan ACW presidents and coordinators.

#### **DIOCESE**

At the Diocesan level, the Diocese of Saskatchewan has an ACW Executive Board, elected at the ACW Annual Meeting. It is the responsibility of this board to direct the work of the ACW at the Diocesan level, to coordinate and encourage the parish ACW groups. The Board generally meets three times per year at the Synod Office in Prince Albert. Some of the Board’s duties are to organize the ACW Annual Meeting, ap-

prove names for the Certificate of Recognition and the book of Remembrance, and administer monies to be given to help with the work of the Diocese and other charities.

The Diocesan ACW Executive Board is elected at the ACW Annual Meeting and consists of:

Past President; President; Recording and Correspondence Secretary; Treasurer; Deanery Presidents (one from Prince Albert; one from Melfort and one from Turtleford Deaneries); Book of Remembrance Secretary; Certificate of Recognition Secretary.

The Term of Office for the Presidents and vice President shall be three years.

## **DEANERY**

This Diocese is divided into three deaneries Prince Albert, and Turtleford, and Melfort and each has had an ACW Deanery Board until recently, when the Melfort Deanery decided to disband (The active ACW groups there are invited to Prince Albert ACW Deanery meetings). Each ACW Deanery holds a spring and fall meeting. The host ACW group organizes the date,

## **A TYPICAL ACW MEETING:**

Might include:

1. Welcome and introductions
2. Opening prayer and devotions
3. Minutes of last meeting.
4. Correspondence
5. Treasurer's Report
6. Other reports
7. Business arising from the minutes\
8. New business
9. Closing prayer
10. Fellowship time.

(See the following for a more detailed agenda). Although this is the basic format of many of the branches, it is not against the rules to use your imagination and be flexible. Much depends upon what is interesting to any particular group of women.  
Hint: Keep the business end of the meeting as brief as possible!

### **Sample Agenda**

**I. Call To Order:** The President welcomes members and guests and introduces them.

**II. Devotions:** This is generally led by the



thing herself, but to know what her officers should do and help them fulfill their obligations.

**Vice President:**

It is the duty of the Vice President to assume all the duties of the President in her absence and to further the work in general.

**Secretary:**

The Secretary should keep accurate minutes of each meeting and reply to correspondence on behalf of the branch. It is also her responsibility to keep an up to date list of membership and to report promptly to the Diocesan and Deanery ACW Boards any change in the officers or change of address.

**Treasurer:**

The Treasurer shall receive all monies and issue receipts for all monies received. She is to make disbursements as directed by the group and should keep an accurate record and prepare an annual financial statement for the group/s own annual meeting and the Parish Annual Meeting.

agenda, speaker and lunch and sends out the program to all groups and clergy within the Deanery and to the Diocesan ACW Executive Board members. In addition, each ACW Deanery sends reports to “Notes and News”. The ACW Deanery Board elects its officers at its fall meeting and consists of: Past President; President; Vice President; Secretary; Treasurer; Deanery Representatives (two in each deanery)

**PARISH**

Most parishes have at least one ACW group and meet once or twice per month. Apart from their particular work in individual parishes, the ACW groups have the following responsibilities:

- ⇒ Forward the names of the new officers to the Diocesan ACW Executive Board and to the ACW Deanery Secretary as soon as possible after the election.
- ⇒ All members are encouraged to attend the Diocesan ACW Annual Meeting, Deanery ACW meetings and occasional workshops that are held.

**PARISH ACW  
EXECUTIVE OFFICERS**

Elected at their Annual Meeting and include:

President; Vice President; Secretary; Treasurer as well as any other convener that the branch desires (Social Services Secretary, Liaison Officer, etc.)

**DUTIES OF DIOCESAN ACW OFFICERS**

**Diocesan President:**

1. Preside at the Annual and Executive Meetings.
2. Be a liaison between the bishop, diocesan executive and the AW diocesan executive.
3. Provide general supervision and knowledge of affairs of the ACW Diocesan executive in the Diocese.
4. The President attends all national ACW meetings.
5. The Past President is an Ex-Officio member with full privileges.

**Diocesan Vice President:**

1. Preside at meetings and assume responsibilities of the President in her absence.

5. Send out the ACW Annual Report Forms.

**DUTIES OF THE PARISH  
ACW OFFICERS**

President:

It is the duty of any president to preside at all meetings. It is hoped that the President will:

1. Strive to cultivate a friendly spirit among the members and help newcomers feel welcome.
2. Be loyal to the Rector of the parish as well as to her own members and to the Diocesan ACW Board.
3. Communicate to all women in her parish (through the bulletin) of ongoing activities within the branch and an open invitation to attend.
4. See that all communication from the Diocesan ACW Board and Deanery Board are put before the members and given careful consideration.
5. Work closely with the officers of the group, especially before the monthly meeting when it might be necessary to have an executive meeting. It is not the duty of the President to try to do every-

5. Prepare a budget annually to be presented to the ACW Diocesan Executive.
6. Be knowledgeable about the Diocesan financial set up and funds.

#### **Diocesan Recording Secretary**

1. Record the minutes of the Diocesan ACW Executive and Annual Meetings.
2. Circulate copies of the minutes to the Bishop, Executive Secretary of the Diocese and members of the Diocesan Executive.
3. Keep a roll call or record of attendance of all ACW Diocesan Executive or Annual Meetings.

#### **Diocesan Corresponding Secretary**

1. Conduct correspondence as directed by the ACW Diocesan Executive or President.
2. Prepare and mail all programs and report forms to those on the ACW Diocesan Executive mailing list.
3. Be responsible for all correspondence and matters pertaining to the Book of Remembrance.
4. Compile Memorial List to be read at Annual Meeting.

2. Preside at meetings at the request of the President.
3. Be prepared to stand for nomination for the Office of President.
4. Work in close cooperation with the President and undertake other responsibilities as requested by the President of the Diocesan ACW Executive.
5. Should the President be unable to function or resign, the Vice President will automatically assume the duties of President, and at the request of the ACW Diocesan Executive, continue to the next Annual Meeting.
6. Assume responsibility to keep our handbook up to date.

#### **Diocesan Treasurer**

1. Receive and deposit all monies received by the ACW Executive.
2. Disburse, by cheque or an authorization of the Executive, all monies to be expended.
3. Keep an account of all receipts and disbursement.
4. Records shall be audited annually by auditors appointed by the ACW Diocesan Executive.