Policies are established, programs are planned, or concerns and views are expressed through resolutions.

DUTIES of the CHAIRPERSON
The duties of the chairperson are:
• research and preparation of resolutions and briefs
• study and implementation of resolutions adopted by other levels
• at provincial and national levels, presentation of resolutions to government

The chairperson should:
• refer to communiqués and/or annual reports from all levels
• file with the recording secretary a copy of monthly and annual reports
• become familiar with resolutions that require action and those that have been archived as listed on cwl.ca

RESEARCH and PREPARATION of RESOLUTIONS and BRIEFS
A resolution is similar to a motion in that it introduces new business to an assembly. The new business is introduced in the form of a resolution because of its formality, its length or its complexity.
The chairperson shall:
• become aware of issues
• discuss issues with council and consider forming resolutions
• by motion, form an ad hoc committee to research and study and bring recommendations back to the council
• be aware that she must be a member of the committee in some capacity
• be aware that the president is an ex officio member
• determine whether or not the League has previously adopted a resolution or position on the topic
• refer to communiqués and/or annual reports from all levels for ideas
• become familiar with the resolutions process and criteria as outlined in Appendix 1 of the National Manual of Policy and Procedure

STUDY and IMPLEMENTATION of RESOLUTIONS ADOPTED by OTHER LEVELS
Resolutions are only words on paper until action is taken. Implementation of resolutions is a large part of the annual work of League members.
The chairperson shall:
• study resolved clauses to determine action to be taken
• encourage action be taken as soon as possible after resolutions have been adopted at the level of their final destination
The chairperson should:
• encourage members to write letters to their members of parliament, once the resolutions have been adopted; the letter could include the comment that the national executive will be presenting the resolutions to government
• refer to the Personal Letter Writing Guide
• review the National Manual of Policy and Procedure, Appendix 1

AT PROVINCIAL and NATIONAL LEVELS, PRESENTATION of RESOLUTIONS to GOVERNMENT
The League has a strong voice and is continually commended for the quality of its resolutions, and on the research and documentation that has gone into their preparation.
The chairperson shall:
• arrange meetings with the appropriate government officials to discuss the resolutions

RESOURCES and REFERENCES
The Canadian League magazine – a list of articles pertaining to each standing committee, as well as copies of individual articles, are available from national office.

Communiqués from national chairpersons are regularly posted on the League Web site: www.cwl.ca. Ongoing resolutions are posted on the League Web site and are also available upon request from national office. Resolutions adopted at the annual national convention are published in the fall issue of The Canadian League magazine.
The following are available from national office:
• Constitution & Bylaws
• Personal Letter Writing Guide
• Resource List
• National Manual of Policy and Procedure

Canadian Conference of Catholic Bishops (CCCB)
CCCB Publications Service Telephone Toll-free: (800) 769-1147
2500 Don Reid Dr. Facsimile: (613) 241-5090
Ottawa, ON K1H 2J2 Web site: www.cccbpublishations.ca

Current addresses for additional resources may be obtained from national office and/or your diocesan council.