

# Secretary Annual Survey - 2019

ID.	Name, login or ID of respondent
name	<input type="text"/>

## Introduction

Welcome to the annual report survey for parish council secretaries. Your completion of this form is a great help as it gives me a glimpse of all you do for your council. I appreciate any feedback you have for me regarding the survey. Parish council presidents, if your council does not have a secretary, please have someone on your executive complete the form.

Thank you for your participation.

Janet McLean, National Secretary Treasurer

## About You

Q1 Parish Council Name:

Q2 Parish Council Registered Town:

Q3 Parish Council ID number:

Q4 Reporting to:

Q5 Does your council have a

- ☐ corresponding secretary  
☐ recording secretary  
☐ both

- ☐ neither  
☐ one person holds both positions

Q6 What is your name?

Q7 Are you the?

- ☐ corresponding secretary  
☐ recording secretary  
☐ both  
☐ other

Other. Please specify, e.g. president, chairperson, CWL members, etc.

- Q8      Were you:
- ☐ elected
- ☐ appointed
- ☐ n/a. The position is vacant.

## Leadership Profile

As the implementation committee begins its research into leadership in the League, your input into the profile of leadership is important. We invite you to answer the following three questions. (Note: Responses are voluntary.)

- Q9      How long have you been a member?
- ☐ Less than 5 years
- ☐ 6-10 years
- ☐ 11-15 years
- ☐ 16-20 years
- ☐ 21-25 years
- ☐ more than 25 years
- Q10    Have you held this position previously?
- ☐ yes
- ☐ no
- Q11    What is your age?
- ☐ under 18
- ☐ 18-24
- ☐ 25-34
- ☐ 35-44
- ☐ 45-54
- ☐ 55-64
- ☐ 65-74
- ☐ 75-84
- ☐ 85+

## Recording Secretary

One of the cornerstones of good written communication is clear, concise expression of ideas or information. The recording secretary, through good written communication, is an important contributor to the history of her council.

- Q12    If you are recording secretary, how many years have you held this position?
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- Q13    Please answer each of the following statements.

	yes	no
I attend executive and general meetings of the council.	<input type="radio"/>	<input type="radio"/>
I distribute copies of the agenda.	<input type="radio"/>	<input type="radio"/>
I take the roll call at meetings.	<input type="radio"/>	<input type="radio"/>
I bring the minutes books to all meetings.	<input type="radio"/>	<input type="radio"/>

I take minutes at the meetings.	<input type="radio"/>	<input type="radio"/>
I transcribe and distribute minutes of the previous meeting for approval.	<input type="radio"/>	<input type="radio"/>
I am a signing officer.	<input type="radio"/>	<input type="radio"/>
I assist the president with the compilation of the annual report.	<input type="radio"/>	<input type="radio"/>
I know where the council charter is located.	<input type="radio"/>	<input type="radio"/>
I maintain a list of the executive with their contact information.	<input type="radio"/>	<input type="radio"/>

Q14 Do you bring the motions books to all meetings?

<input type="radio"/> yes	<input type="radio"/> We do not have a motions book.
<input type="radio"/> no	

Q15 Do you receive written reports from the executive?

<input type="radio"/> yes	<input type="radio"/> sometimes
<input type="radio"/> no	

Q16 How many years of council minutes are kept in the minutes book before being turned over for archives?

Q17 If your council does NOT have a recording secretary, who records the minutes at meetings?

<input type="checkbox"/> president	<input type="checkbox"/> CWL member
<input type="checkbox"/> treasurer	<input type="checkbox"/> life member
<input type="checkbox"/> past president	<input type="checkbox"/> other
<input type="checkbox"/> corresponding secretary	<input type="checkbox"/> not applicable
<input type="checkbox"/> standing committee chairperson	

Q18 Does your council have a copy of the *Handbook for Secretaries* from national office?

<input type="radio"/> yes	<input type="radio"/> no
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Q19 What was your biggest challenge in 2019 and how did you address it?

Q20 Do you have a success story you would like to share from 2019?

☐ yes

☐ no

Q21 Please share your success story.

## Corresponding Secretary

Q22 If you are corresponding secretary, how many years have you been corresponding secretary?

Q23 Do you notify members of upcoming meetings and events?

☐ yes

☐ no

Q24 If yes, what methods do you use?

☐ telephone

☐ e-mail

☐ parish bulletin

☐ parish bulletin board

☐ newsletter

☐ cell phone/text

☐ Facebook

☐ parish website

☐ parish calendar

Q25 If no, who does notify them?

Q26 Are you responsible for sending out occasion cards such as anniversary, sympathy cards, etc.?

☐ yes

☐ no

Q27 Does your council have a copy of the *CWL Personal Letter Writing Guide* from national office?

☐ yes

☐ no

The next questions are to be completed if the positions of recording and corresponding secretary are held by two separate individuals. If the positions are held by one individual, please skip to "Summary and Final Thoughts".

Q28 What was your biggest challenge in 2019 and what will you do to address it?

Q29 Do you have a success story you would like to share from 2019?

☐ yes

☐ no

Q30 Please share your success story.

## Summary and Final Thoughts

Q31 Is there anything else you would like to share about your tasks as secretary?

☐ yes

☐ no

Q32 If you chose "yes", what would you like to share?

Q33 What was your biggest challenge in completing this survey?

Thank you for taking the time to complete the survey. Your council's initiatives will be added to the strong voice of Catholic women across Canada.

**Before pressing the "submit" button, please "print" the survey responses for your records.**

**To "print", ensure that pop-ups are enabled. If you are unsure how to enable pop-ups, please contact Ingrid at national office for assistance.**

**WARNING: Once "submit" has been pressed, the "print" function is no longer available.**