

Past President Annual Survey - 2019

ID. Council Code (e.g. W-001)
name

Introduction

Thank you for participating in this annual report survey. As parish council past president, your report adds value to our diocesan, provincial and national perspective.

The survey is very comprehensive and broken into each sub-heading. Please do not feel daunted by the length of it. There are many options, but we understand that councils will focus on just a few of the priorities listed. It is perfectly okay to leave questions unanswered if your council has not pursued a certain topic.

If you see questions to "skip" because you do not have a past president, and yet have made progress, please identify work accomplished by the council in the last survey question where it asks to share any other council activities not yet reported.

Thank you for completing this annual survey. Your council's initiatives will be included and added to the strong voice of Catholic women from across Canada.

To have a record for your council archives and to have your voice heard, you MUST first **SAVE** your file to your computer by pressing "save". then you MUST **SUBMIT** your questionnaire by pressing "submit". Please note, once you have pressed **SUBMIT**, you will no longer be able to SAVE your results. You MUST allow "pop-ups" in order for the **PRINT** and **SAVE** functions to work.

Margaret Ann Jacobs, National Past President and Chairperson of Laws

About You

Q1 Parish Council Name:

Q2 Parish Council Registered Town:

Q3 Parish Council ID number:

Q4 Reporting to:

Q5 What is your name?

Q6 Is this position filled or vacant?

☐ Filled

☐ 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.)

Q7 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

Q8 Have you held this position previously?

☐ yes

☐ no

Q9 What is your age?

☐ under 18

☐ 18-24

☐ 25-34

☐ 35-44

☐ 45-54

☐ 55-64

☐ 65-74

☐ 75-84

☐ 85+

Serve in a Consultative Capacity

The role of past president is consultative and advisory. Others will draw on her experience when trying to make the best decisions for the council.

Q10 How often have you attended scheduled meetings and events?	Always	Most of the time	Sometimes	Never
executive meetings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
general meetings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
social events	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
spiritual events	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Q11 How often would you say you are called upon for advice?

- | | |
|--|---|
| <input type="radio"/> a few times a week | <input type="radio"/> monthly |
| <input type="radio"/> once a week | <input type="radio"/> less than one a month |
| <input type="radio"/> two to three times per month | <input type="radio"/> never |

Q12 Would you say your president feels supported and encouraged by your help?

- ☐ yes ☐ sometimes ☐ no

If no, please explain why you feel this way.

Be Responsible for Archives and History

Q13 Are you responsible for archives in your council?

- | | |
|--|--|
| <input type="radio"/> Yes | <input type="radio"/> We have a life member do this. |
| <input type="radio"/> We have the secretary do this. | <input type="radio"/> We have appointed someone else to do this. |
| <input type="radio"/> We have an historian do this. | <input type="radio"/> No |
| <input type="radio"/> We have the treasurer do this. | |

Q14 Where are your council archives stored?

- | | |
|--|---|
| <input type="radio"/> At the church in the hall or office. | <input type="radio"/> In my home or the home of another member. |
| <input type="radio"/> In the CWL room, cupboard or filing cabinet at church. | <input type="radio"/> At the diocesan office. |
| | <input type="radio"/> other |

If other, where are the archives?

Q15 Do you know the whereabouts of your council charter?

☐ yes

☐ no

Q16 What methods of storage are used by your council?

☐ filing cabinets

☐ memory sticks

☐ banker boxes

☐ photo albums

☐ DVDs

☐ scrapbooks

☐ CDs

Q17 Does your council keep the following and for how long?

	1-4 years	5-8 years	9-10 years	indefinitely	do not keep
annual reports	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
books of life	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
deceased member histories	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
financial information	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
list of past executives	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
membership renewal data	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
minutes of executive meetings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
minutes of general meetings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
records of pin and award recipients	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
written reports of executive members	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
years of service of members	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Q18 How often are your council archives reviewed?

☐ annually

☐ every five years

☐ biannually

☐ as needed

Q19 Does your council maintain:

	yes	no
history book	<input type="radio"/>	<input type="radio"/>
labelled photo albums	<input type="radio"/>	<input type="radio"/>

Facilitate Study and Implementation of the *Constitution & Bylaws*

Q20 Do you have a copy of the *Constitution & Bylaws*?

☐ yes

☐ no

Q21 How often would you say your council reviews the *Constitution and Bylaws* to help guide a decision?

☐ multiple times a year
 ☐ every couple of years
☐ twice a year
 ☐ rarely if ever
☐ once a year

Q22 Do you have a copy of the *National Manual of Policy and Procedure*?

☐ yes
 ☐ no

Q23 How often would you say your council refers to the *National Manual of Policy and Procedure* to help with processes and procedures?

☐ multiple times a year
 ☐ every couple of years
☐ twice a year
 ☐ rarely if ever
☐ once a year

Q24 Does your council have its own manual of policy and procedure?

☐ yes
 ☐ no

Q25 If yes, how often is it updated?

☐ whenever a policy is changed
 ☐ every two years
☐ annually
 ☐ every five year

Q26 How often would you say your council has sought advice from:

	monthly	quarterly	annually	rarely	never
diocesan executive	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
provincial executive	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
national executive	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
national office	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
your spiritual advisor	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
the local bishop	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
life members in the area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Perform Other Duties as Assigned by the President

Q27 What other duties have you undertaken at the request of your president? Check as many as apply.

- | | |
|--|--|
| <input type="checkbox"/> chair the nominations and elections committee | <input type="checkbox"/> organize a spiritual event |
| <input type="checkbox"/> chair executive or general meetings | <input type="checkbox"/> organize funeral lunches |
| <input type="checkbox"/> chair a standing committee or taskforce | <input type="checkbox"/> prepare agendas |
| <input type="checkbox"/> check national and provincial websites for information to share | <input type="checkbox"/> prepare newsletters or correspondence |
| <input type="checkbox"/> facilitate a workshop | <input type="checkbox"/> promote your council in your parish and community |
| <input type="checkbox"/> fill the role of a vacant position | <input type="checkbox"/> represent your council at conventions |
| <input type="checkbox"/> organize a fundraiser or charity event | <input type="checkbox"/> I haven't been asked to perform any other duties. |
| <input type="checkbox"/> organize a social event | <input type="checkbox"/> other |

If other, please elaborate in a few words.

Summary and Final Thoughts

Q28 Reflecting on your term as president, is there anything you could do to make your successor's experience more enjoyable and fulfilling?

Q29 Did you support the implementation of the envisioned future of the League through Planning Strategically 2018-2020?

☐ yes

☐ no

If so, how did you offer support?

Q30 Share your greatest success (new ideas, projects, workshops).

Q31 Share your greatest challenge in your council work.

Q32 Share your greatest challenge in completing this survey.

Q33 Share any other council activities not yet reported.

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.