

## Introduction

**thank you for participating in the testing of a new annual reporting system. As parish organization standing committee chairpersons, your report adds value to our diocesan, provincial and national perspective.**

**The form is very comprehensive and broken into each sub-heading. Please do not feel daunted by the length of the report. 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.**

**Thank you for completing this annual report. It will help us to know better what your council is doing and what your members interests are.**

\* 1. Name of Chairperson:

\* 2. Name of Parish Council:

\* 3. Parish Town:

\* 4. Diocese:

- |   |  |  |
|---|--|--|
| <input type="radio"/> Antigonish                | <input type="radio"/> Mackenzie            | <input type="radio"/> Saint John       |
| <input type="radio"/> Alexandria-Cornwall       | <input type="radio"/> Military Ordinariate | <input type="radio"/> St. John's       |
| <input type="radio"/> Bathurst                  | <input type="radio"/> Moncton              | <input type="radio"/> St. Paul         |
| <input type="radio"/> Calgary                   | <input type="radio"/> Montreal             | <input type="radio"/> Saskatoon        |
| <input type="radio"/> Charlottetown             | <input type="radio"/> Nelson               | <input type="radio"/> Sault Ste. Marie |
| <input type="radio"/> Corner Brook and Labrador | <input type="radio"/> Ottawa               | <input type="radio"/> Sherbrooke       |
| <input type="radio"/> Edmonton                  | <input type="radio"/> Pembroke             | <input type="radio"/> Thunder Bay      |
| <input type="radio"/> Edmundston                | <input type="radio"/> Peterborough         | <input type="radio"/> Timmins          |
| <input type="radio"/> Grand Falls               | <input type="radio"/> Prince Albert        | <input type="radio"/> Toronto          |
| <input type="radio"/> Grouard-McLennan          | <input type="radio"/> Prince George        | <input type="radio"/> Valleyfield      |
| <input type="radio"/> Halifax-Yarmouth          | <input type="radio"/> Quebec               | <input type="radio"/> Vancouver        |
| <input type="radio"/> Hamilton                  | <input type="radio"/> Regina               | <input type="radio"/> Victoria         |
| <input type="radio"/> Hearst                    | <input type="radio"/> St. Boniface         | <input type="radio"/> Whitehorse       |
| <input type="radio"/> Kamloops                  | <input type="radio"/> St. Catharines       | <input type="radio"/> Winnipeg         |
| <input type="radio"/> Keewatin-The Pas          | <input type="radio"/> St. Hyacinthe        | <input type="radio"/> Not Applicable   |
| <input type="radio"/> Kingston                  | <input type="radio"/> St. Jean-Longueuil   |  |
| <input type="radio"/> London                    | <input type="radio"/> St. Jerome           |  |

\* 5. Province:

- |  |   |  |
|--|---|--|
| <input type="radio"/> Alberta Mackenzie    | <input type="radio"/> New Brunswick             | <input type="radio"/> Quebec               |
| <input type="radio"/> B.C. & Yukon         | <input type="radio"/> Newfoundland and Labrador | <input type="radio"/> Prince Edward Island |
| <input type="radio"/> Manitoba             | <input type="radio"/> Nova Scotia               | <input type="radio"/> Saskatchewan         |
| <input type="radio"/> Military Ordinariate | <input type="radio"/> Ontario                   |  |

## Recruit Members and Retain Membership

### The strength of the League is in its membership.

\* 6. How many members belong to your council?

\* 7. What is the current demographic of your membership?

	Most members	Some members	Few members	No members
16-25	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
26-40	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
41-55	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
56-70	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
70+	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\* 8. How many members would you estimate participate in your

	81-100%	61-80%	41-60%	21-40%	1-20%
Fundraising events	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Meetings	<input type="radio"/>	<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"/>	<input type="radio"/>
Spiritual Events	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\* 9. How many new members joined your council this year?

\* 10. What methods have your used to recruit members?

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Advertising in church bulletins                 | <input type="checkbox"/> Ministry fairs          | <input type="checkbox"/> Potluck dinners             |
| <input type="checkbox"/> CWL Sunday                                      | <input type="checkbox"/> Personal invitation     | <input type="checkbox"/> Social media                |
| <input type="checkbox"/> Gift memberships                                | <input type="checkbox"/> Presentations at masses | <input type="checkbox"/> Spiritual advisor's support |
| <input type="checkbox"/> Membership envelopes in parish collection boxes | <input type="checkbox"/> Promotional displays    | <input type="checkbox"/> Telephone trees             |
| <input type="checkbox"/> Other (please specify)                          |  |  |

\* 11. How many members did not renew their membership this year?

\* 12. What methods did your council use to invite these members back?

- Made a personal telephone call
- Invited them to a meeting by e-mail or mail
- Other (please specify)
- Invited them to coffee to talk about their experiences with the League
- We didn't contact them

\* 13. Does your council keep in touch with former members who may be no longer able to participate?

- Yes
- No

If yes, explain how.

\* 14. In what ways did your council recognize members?

- Bellelle Guerin award
- Presentation of certificates
- Maple leaf service pin
- Presentation of service pins
- New members ceremony
- Reaffirmation ceremony
- Presentation of awards

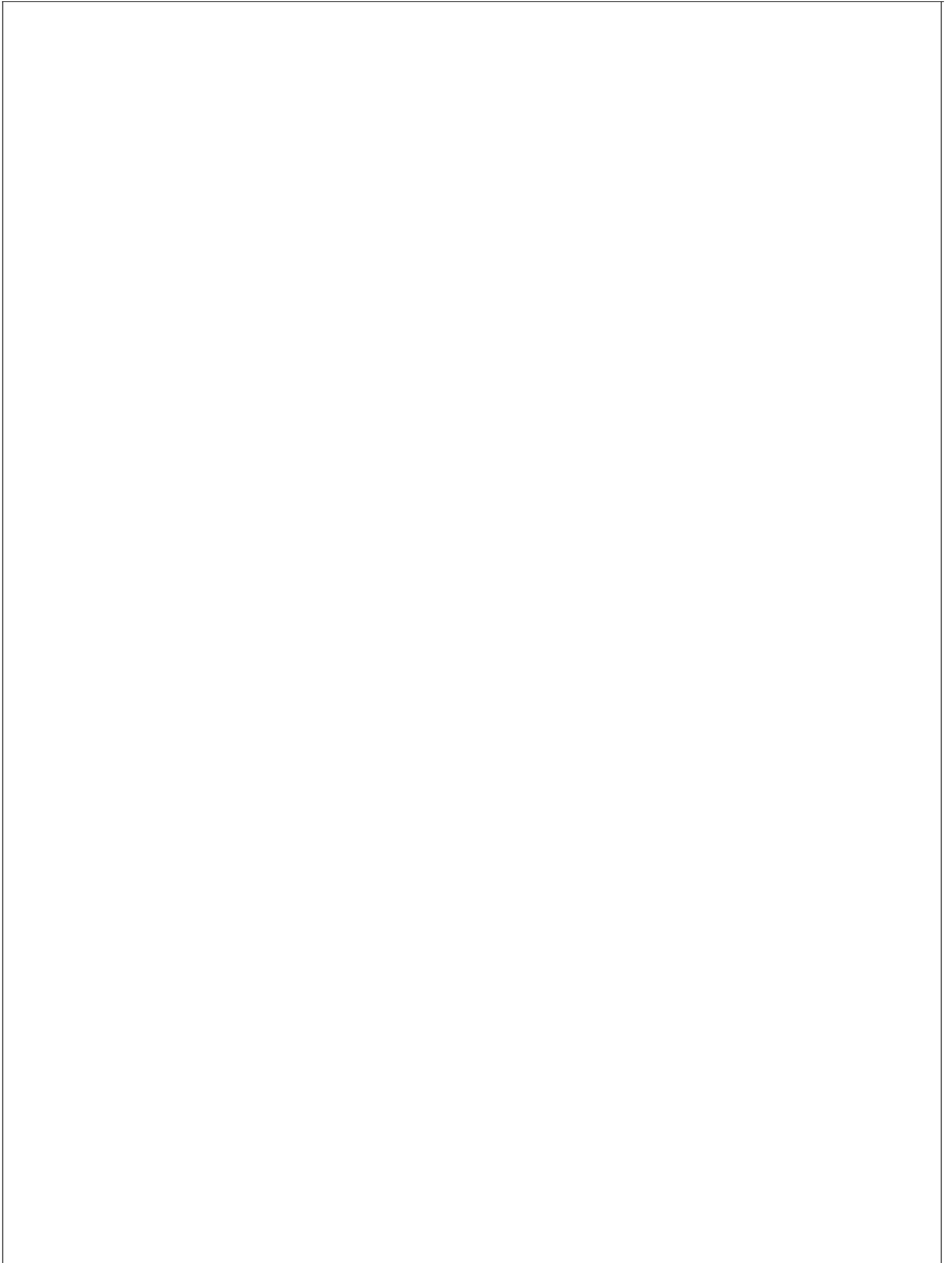
Other (please specify)

\* 15. How does your council engage new members?

- Mentoring
- New member kit
- Participation in a sub-committee
- Other (please specify)

\* 16. How does your council administer its member renewals?

- Manually
- Online



## Leadership Development

**Great League members do not just happen; they must be encouraged, trained and supported.**

\* 17. Have you participated in the League development days offered in your area?

Yes

No

\* 18. How many of your members, other than yourself, have participated in the following last year?

	10+	6-9	3-5	1-2	0
Catch the Fire workshops	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Diocesan convention	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Diocesan retreat days	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Leadership workshops	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provincial convention	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
National convention	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
S'Mores workshops	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other (please specify)

\* 19. Does your council provide financial assistance to members wishing to attend conventions, retreats or workshops?

Yes

No

\* 20. Have you applied for/received funding for leadership development from another level?

Yes

No

If yes, what was the topic of the workshop?

\* 21. Please identify which table officer positions in your council are full/vacant.

	Full	Vacant
President	<input type="radio"/>	<input type="radio"/>
President-elect	<input type="radio"/>	<input type="radio"/>
First vice-president	<input type="radio"/>	<input type="radio"/>
Secretaries (one or two)	<input type="radio"/>	<input type="radio"/>
Treasurer	<input type="radio"/>	<input type="radio"/>
Past president	<input type="radio"/>	<input type="radio"/>

\* 22. Please identify which standing committees are full/vacant in your council.

	Full	Vacant
Spiritual development	<input type="radio"/>	<input type="radio"/>
Organization	<input type="radio"/>	<input type="radio"/>
Christian family life	<input type="radio"/>	<input type="radio"/>
Community life	<input type="radio"/>	<input type="radio"/>
Education and health	<input type="radio"/>	<input type="radio"/>
Communications	<input type="radio"/>	<input type="radio"/>
Resolutions	<input type="radio"/>	<input type="radio"/>
Legislation	<input type="radio"/>	<input type="radio"/>
Parish activities	<input type="radio"/>	<input type="radio"/>

\* 23. Do you welcome/encourage co-chairs or shared leadership?

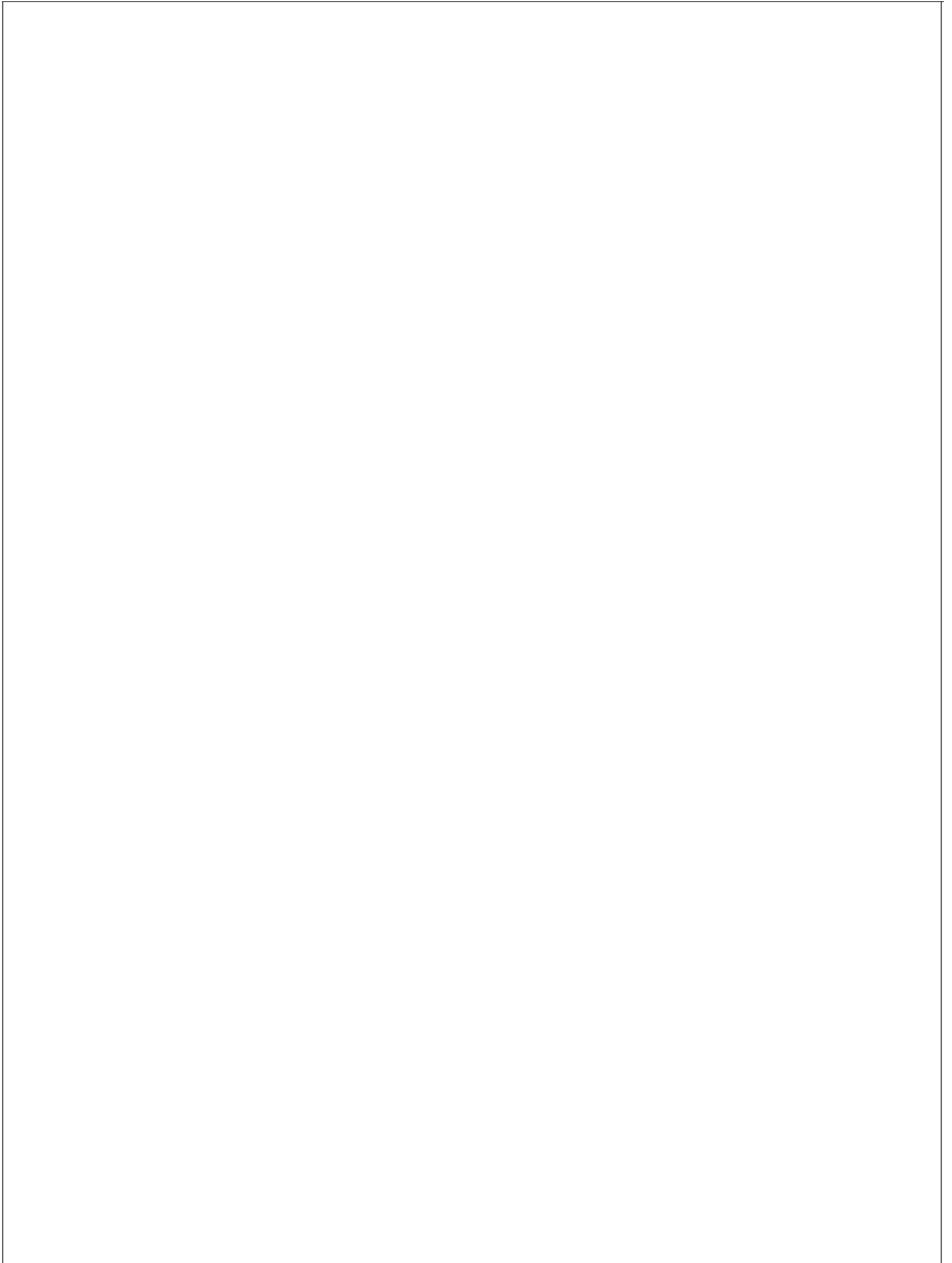
Yes  No

\* 24. Do you set annual goals/plan activities that include members' input?

Yes  No

25. Do any members of your council play a role on another level of the League?

	Yes	No
Diocesan	<input type="radio"/>	<input type="radio"/>
Regional	<input type="radio"/>	<input type="radio"/>
Provincial	<input type="radio"/>	<input type="radio"/>
National	<input type="radio"/>	<input type="radio"/>





## League Resource Material

**To ensure the council operates efficiently and effectively, it is essential to have a good working knowledge of the League**

\* 26. What national resources does your council currently have on hand?

- |   |   |
|---|---|
| <input type="checkbox"/> Be League newsletter                   | <input type="checkbox"/> Handbook for Secretaries                         |
| <input type="checkbox"/> Ceremonies Booklet                     | <input type="checkbox"/> Handbook for Spiritual Advisors                  |
| <input type="checkbox"/> Constitution & Bylaws                  | <input type="checkbox"/> Leading the League                               |
| <input type="checkbox"/> CWL Prays                              | <input type="checkbox"/> League Prayers                                   |
| <input type="checkbox"/> Downloaded Online Resources            | <input type="checkbox"/> National Manual of Policy and Procedure          |
| <input type="checkbox"/> Executive Handbook                     | <input type="checkbox"/> Parliamentary Procedure                          |
| <input type="checkbox"/> Guidelines for Treasurers              | <input type="checkbox"/> Resolutions Supplement to the Executive Handbook |
| <input type="checkbox"/> Handbook for Organization Chairpersons | <input type="checkbox"/> The Canadian League magazine                     |
| <input type="checkbox"/> Handbook for Past Presidents           |   |

\* 27. What promotional material has your council purchased for use in your membership drives?

- |  |  |
|--|--|
| <input type="checkbox"/> Gratitude postcards     | <input type="checkbox"/> Notecards         |
| <input type="checkbox"/> Invitation cards        | <input type="checkbox"/> Theme cards       |
| <input type="checkbox"/> Invitational handbill   | <input type="checkbox"/> Welcome brochure  |
| <input type="checkbox"/> Mass cards              | <input type="checkbox"/> None of the above |
| <input type="checkbox"/> Membership certificates |  |

## Annual Reports

**Reports are an important means of communicating with others in the parish, the community and the country at large.**

\* 28. As chairperson in charge of annual reports, do you use guidelines to assist your executive members in completing their reports?

Yes

No

\* 29. Have you used any of the following methods to complete reports?

Maintain monthly/regular record of activities

Review the annual CWL parish council calendar

Meet as a group

Review minutes

Plan a workshop

Other (please specify)

## Life Membership

**A life member is a member, nominated by a diocesan or provincial council, who fulfills the criteria established by the national executive and has been awarded life membership by national council.**

**Councils benefit greatly from the experience and expertise of life members.**

\* 30. Do any life members belong to your parish council?

Yes

No

\* 31. Has your council benefitted from life members residing in the area? If so, in what ways?

Facilitated workshops for members

Researched topics of interest to members

Mentoring partnerships

Served as parliamentarians

Provided guidance and wisdom on issues of concern to members

Other (please specify)

## Summary and Final Thoughts

32. Is there anything else you would like to share about your council's organization activities?