

Introduction

Thank you for participating in the new annual reporting system. As parish council past president, 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. Your Name:

* 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 | |

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.

* 6. 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"/>

* 7. How often would you say you are called upon for advice?

- | | |
|--------------------------------------------------|----------------------------------------------|
| <input type="radio"/> A few times a week | <input type="radio"/> Once a month |
| <input type="radio"/> Once a week | <input type="radio"/> Less than once a month |
| <input type="radio"/> Two or three times a month | <input type="radio"/> Never |

* 8. Would you say your council president feels supported and encouraged by your help?

- Yes Most of the time No

If no, please explain your feelings.

Be Responsible for Archives and History

* 9. Are you responsible for archives in your council?

Yes

No

If no, is there someone else in your council who maintains your council's history?

* 10. Where are your council archives stored?

At the church

In my home or the home of another member

At the diocesan office

Other (please specify)

* 11. Do you know the whereabouts of your council charter?

Yes

No

* 12. What methods of storage do you use?

Filing cabinets

Memory sticks

Banker boxes

Microfiche

DVDs

Photo albums

CDs

Scrapbooks

If using microfiche, do you have access to a microfiche reader?

* 13. Does your council keep the following and for how long?

	One year	2-3 years	4-5 years	6-8 years	9-10 years	Indefinitely
Annual reports	<input type="radio"/>					
Books of life	<input type="radio"/>					
Deceased member histories	<input type="radio"/>					
Financial information	<input type="radio"/>					
Lists of past executives	<input type="radio"/>					
Membership renewal data	<input type="radio"/>					
Minutes of executive meetings	<input type="radio"/>					
Minutes of general meetings	<input type="radio"/>					
Records of pin and award recipients	<input type="radio"/>					
Written reports of executive members	<input type="radio"/>					
Years of service for members	<input type="radio"/>					

* 14. How often are your council archives reviewed?

- Annually Every five years
 Biennially As needed

* 15. Does your council maintain a history book?

- Yes No

* 16. Does your council maintain labeled photo albums?

- Yes No

Facilitate Study and Implementation of the Constitution & Bylaws

* 17. Do you have a copy of the Constitution & Bylaws 2013?

- Yes No

18. If yes, how often would you say you refer to it?

- Weekly Annually
 Monthly Never

* 19. How often would you say your council needs to review the Constitution & Bylaws to help guide a decision?

- Multiple times a year Once in a two year term
 Twice a year Rarely if ever
 Once a year

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

- Yes No

21. If yes, how often would you say you refer to it?

- Weekly Annually
 Monthly Never

* 22. How often would you say your council needs to review the National Manual of Policy and Procedure to help with processes or procedures?

- Multiple times a year One in a two year term
 Twice a year Rarely if ever
 Once a year

* 23. How often would you say your council has sought advice from:

	Monthly	2-4 times a year	Annually	Rarely
Diocesan executive	<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"/>
National executive	<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"/>

* 24. Does your council have its own manual of policy and procedure?

- Yes No

25. If yes, how often is it reviewed and updated?

- Whenever a policy is changed One in a two year cycle
 Annually Every five years

Perform Other Duties as Assigned by the President

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

- | | |
|---------------------------------------------------------------------------------------|-------------------------------------------------------------------------|
| <input type="radio"/> Chair the nominations and elections committee | <input type="radio"/> Organize a spiritual event |
| <input type="radio"/> Chair executive or general meetings | <input type="radio"/> Prepare agendas |
| <input type="radio"/> Check national and provincial websites for information to share | <input type="radio"/> Promote your council in your parish and community |
| <input type="radio"/> Facilitate a workshop | <input type="radio"/> Represent your council at conventions |
| <input type="radio"/> Organize a social event | |
| <input type="radio"/> Other (please specify) | |

Summary and Final Thoughts

27. Is there anything else you would like to share about your activities?