

## Introduction

**Thank you for participating in the testing of a new annual reporting system. As parish council 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                   |  |

## Inform the Membership

**The president shall inform the membership of the position of the League on current issues and priorities and new programs.**

6. What methods did you use to introduce these topics?

- Engaged the standing committee chairperson       Arranged for a speaker on the topic       Set aside time at the general meeting to discuss and take action

\* 7. Where do you get information from with which to inform your members?

- Local newspapers       Provincial League websites or newsletters  
 Hansard       Diocesan newsletters  
 National League website       Parish bulletins  
 National communiques       The Canadian League magazine  
 Other (please specify)

8. What current issues have been introduced to and discussed or acted upon by your council in the past year?

- Physician-assisted dying       Pornography       Refugee crisis

\* 9. In your opinion, what are your council's three main priorities?

First priority:

Second priority:

Third priority:

## Foster Open Communication

**The president shall foster open communication with the spiritual advisor on all League matters.**

\* 10. How frequently do you meet with your spiritual advisor?

- Weekly  Annually  
 Monthly  Rarely

\* 11. How often does your spiritual advisor participate in your meetings?

	Every meeting	About every second meeting	Twice a year	Annually	Rarely
Executive meetings	<input type="radio"/>	<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"/>	<input type="radio"/>

\* 12. Would you say your spiritual advisor is publicly supportive of the CWL?

- Yes  No

If no, please explain.

## Preside at Meetings

**The president shall preside at all meetings and conventions of the council concerned.**

\* 13. Does your council executive meet monthly, except in the summer months?

Yes

No

If no, please explain.

\* 14. Does your council meet monthly in a general meeting, except in the summer months?

Yes

No

If no, please explain.

\* 15. What resources do you use to preside at meetings?

Constitution & Bylaws

National Manual of Policy and Procedure

Council policy and procedure manual

Parliamentary Procedure

Executive Handbook

Robert's Rule of Order

Other (please specify)

## Signing Authority

**The president shall be a signing officer for all official documents.**

\* 16. What types of documents have you signed on behalf of your council?

Annual reports

Letters directed within the CWL

Banking documents

Letters directed outside the CWL

Cheques

Petitions

Other (please specify)

## Provide Active Leadership

\* 17. At which events have you represented your council?

- |   |  |
|---|--|
| <input type="checkbox"/> Conferences                    | <input type="checkbox"/> Workshops             |
| <input type="checkbox"/> Fundraising dinners and events | <input type="checkbox"/> Diocesan convention   |
| <input type="checkbox"/> Meetings with politicians      | <input type="checkbox"/> Provincial convention |
| <input type="checkbox"/> Rallies                        | <input type="checkbox"/> National convention   |
| <input type="checkbox"/> Other (please specify)         |  |

\* 18. Did your council subsidize your cost to attend these events and, if so, by how much?

	All expenses were paid	About 1/2 of the expenses were paid	About 1/4 of the expenses were paid	No expenses were paid
Conferences	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fundraising dinners and events	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Meetings with politicians	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Rallies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Workshops	<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"/>
Provincial convention	<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"/>

## Initiate Policy

**The president shall initiate policy, in consultation with the officers of the council concerned.**

\* 19. Do you have a council policy and procedure manual?

Yes

No

\* 20. Are draft policies presented to the membership for consideration?

Yes

No

\* 21. Has the policy and procedure manual changed in the past year?

Yes

No

Not applicable

22. If you answered "yes" to Question 21, what new policies have been included in the manual? Please describe them in two to three words, e.g., expense policy, funeral protocol.

## Keep Informed

**The president shall keep fully informed on the operation of the League and report annually to the membership.**

\* 23. Have you read the Executive Handbook and understand the duties of your executive team?

Yes

No

\* 24. Has the Executive Handbook assisted you in your responsibility of overseeing the operations of your council?

Yes

No

25. In what ways could the Executive Handbook be improved as an operational manual?

\* 26. What methods do you use to keep informed of your executive member's activities?

E-mail

Meeting reports

Telephone

Other (please specify)

\* 27. Do you provide an annual summary of the council's activities to all members? By what method?

E-mail

Parish bulletin

Newsletter

I don't provide a summary

Oral report at the annual meeting

## Advisory Capacity

**The president shall be an advisory member of all committees except the nominations and elections committee.**

\* 28. Does your council have committees, other than standing committees, that have met during the year?

Yes

No

If yes, what are the names of the committees?

29. Were you involved in appointing the committee members?

Yes

No

30. Have you attended these committee meetings?

Yes

No

## Official Spokesperson

**The president shall be the official spokesperson for her council.**

31. On what issues have you spoken on behalf of your council in the past year?

\* 32. Does your council use official letterhead when corresponding outside of the League?

Yes

No

\* 33. Do you ensure that you reference only the membership total for the council you represent in all of your external correspondence?

Yes

No

## Summary and Final Thoughts

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