

## Introduction

**Thank you for participating in the testing of a new annual reporting system. As parish council corresponding or recording secretary, 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                   |  |

## Duties of the 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.**

\* 6. Does your council have both a recording and corresponding secretary?

Yes

No

\* 7. Do you have a copy of the Handbook for Secretaries, available from national office?

Yes

No

\* 8. Please answer the following statements with yes or no. If no, please explain.

	Yes	No
I attend all executive and general meetings of the council.	<input type="radio"/>	<input type="radio"/>
I assist in the preparation of the meeting agendas.	<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 book to all meetings.	<input type="radio"/>	<input type="radio"/>
I bring the motions book to all meetings.	<input type="radio"/>	<input type="radio"/>
I take the minutes at 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 report on the executive meeting at the general meeting.	<input type="radio"/>	<input type="radio"/>
I am a signing officer.	<input type="radio"/>	<input type="radio"/>
I receive written reports from the executive.	<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 the Elections Register.	<input type="radio"/>	<input type="radio"/>
I maintain a list of the executive with their contact information.	<input type="radio"/>	<input type="radio"/>
I visit the CWL website and share information that might be of interest to the executive.	<input type="radio"/>	<input type="radio"/>

If no, please explain.

\* 9. How many years of council minutes are kept in the minutes book before being turned over for archives?

Two  Three  Four  Five  Other

\* 10. What method is used to take minutes?

Hand-written notes

Using a laptop or tablet

Other (please specify)

\* 11. When getting approval for minutes, do you:

circulate them in advance and ask for corrections at the meeting, or

read them out at the meeting?

Other (please specify)

## Duties of the Corresponding Secretary

\* 12. Does your council have a copy of the CWL Personal Letter Writing Guide?

Yes

No

\* 13. Do you provide a list of all incoming and outgoing correspondence for each meeting?

Yes

No

\* 14. Do you read the correspondence received and sent at meetings?

Yes

No

\* 15. How many letters would you say are written and sent on behalf of your council each year?

\* 16. Do you ensure that only the president, as spokesperson of the council, signs all written correspondence that represents the council?

Yes

No

\* 17. Do you ensure that all letters written on behalf of your council refer only to the members of your council, and not to diocesan, provincial or national membership statistics?

Yes

No

\* 18. Are you responsible for sending out occasion cards such as anniversary, sympathy cards, etc.?

Yes

No

\* 19. Of the letters sent, how many were in support of:

A local issue identified by  
the parish council?

A diocesan driven request  
for action, such as a  
diocesan resolution?

A provincially driven  
request, such as provincial  
resolution or project?

A nationally drive request,  
such as a national  
resolution or campaign?

Other requests?

## Summary and Final Thoughts

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