

Secretary Annual Survey - 2020

ID. Name, login or ID of respondent
name

Introduction

Welcome to the annual report survey for parish council secretaries. Your completion of this form is a great help as it gives me a glimpse of all you do for your council. I appreciate any feedback you have for me regarding the survey. Parish council presidents, if your council does not have a secretary, please have someone on your executive complete the form.

Thank you for your participation.

Janet McLean, National Secretary Treasurer

About You

Q1 Parish Council Name:

Q2 Parish Council Registered Town:

Q3 Parish Council ID number:

Q4 Reporting to:

Q5 Does your council have a

- corresponding secretary
- recording secretary
- both

- neither
- one person holds both positions

Q6 What is your name?

- Q7 Are you the?
- corresponding secretary
 - recording secretary
 - both
 - other

Other. Please specify, e.g. president, chairperson, CWL members, etc.

- Q8 Were you:
- elected
 - appointed
 - n/a. The position is vacant.

Q9 How many years have you held this position? (If you do not hold the position, please enter 0.)

Q10 Please answer each of the following statements.

	yes	no	n/a
I take minutes at the meetings.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am a signing officer.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I know where the council charter is located.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I maintain a list of the executive with their contact information.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

- Q11 Does your council have a motions book?
- yes
 - no
 - I don't know.

- Q12 Do you receive written reports from the executive?
- yes
 - no
 - sometimes

- Q13 Does your council have a copy of the *Handbook for Secretaries* from national office?
- yes
 - no
 - I don't know.

- Q14 Does your council have a copy of the CWL Personal Letter Writing Guide from national office?
- yes I don't know.
- no

Q15 What was your biggest challenge as secretary in 2020 and how did you address it?

Summary and Final Thoughts

Q16 Is there anything else you would like to share about your tasks as secretary?

- yes no

Q17 If you chose "yes", what would you like to share?

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 Marion at national office for assistance.

WARNING: Once "submit" has been pressed, the "print" function is no longer available.