

Organization Annual Report Questionnaire - 2021

ID. Council Code (e.g. AC-056)
name

Introduction

In an effort to assist in annual reporting by parish councils and to assist in planning for the future, this easy-to-complete "annual report questionnaire" is ready for your use. The CWL has experienced a completely different year in 2021 due to COVID-19. It has changed life and activity in the League. We have had no opportunity to attend meetings and to be further educated through attendance of diocesan, provincial or national convention. All standing committee chairpersons have done their best to take this into consideration as we prepared the survey questions in requesting vital information relevant to your standing committee.

The responses will be of great benefit to you, your diocesan council, provincial council and the country, as it is a living testimony of your year in review. When creating your report you will have additional council specific things you can add in which are not addressed in this questionnaire. Several questions which relate to each sub-heading make it clear and easy to complete. Please note that not all questions apply to your parish goals for the year. Answering a "yes" or "no" simply gives evidence to you and other levels of what you are doing. It may also be an impetus to try something new. Under leadership development, for example, did you or any of your members take part in webinars or GoTO Meeting/Zoom meetings? If you answered no to any of these perhaps you might consider that in your goals for next year.

If you do not have a standing committee chairperson for the position. Please complete this questionnaire as best you can.

Questions in red font must be answered.

The compilation of this questionnaire is your gift to all members in Canada by sharing what it is you are doing. It will advise the national executive/board what is being done to help in decision making regarding what councils are emphasizing. All this information becomes a great source of information for working groups for the strategic plan and marketing tool for the League.

Thank you for completing the annual report questionnaire. May it be yet another way to recognize and celebrate your many accomplishments!

Shari Guinta, National President-Elect and Chairperson of Organization

About You

Q1 Parish council name:

Q2 Parish council registered town:

Q3 Parish council ID number:

Q4 Reporting to:

Q5 What is your name?

Q6 Is this position filled or vacant?

Filled

Vacant

Q7 If filled, was the position filled by election or appointment?

Election

Appointment

Leadership Profile

As the implementation committee begins its research into leadership in the League, your input into the profile of leadership is important. We invite you to answer the following three questions. (Note: Responses are voluntary.)

Q8 Have you held this position previously?

yes

no

Recruit Members and Retain Membership

The strength of the League is in its membership.

Q9 **Where is your parish council situated?**

urban area (high population)

rural area (low population)

remote area (far from cities or towns)

Q10 **People are often described by their race, ethnicity, place of birth, national origin or country of birth, visible minority, etc. Estimate the number of members who are of an obvious minority.**

Oceana

North American Indigenous	<input type="text"/>
European	<input type="text"/>
Latin, Central or South America	<input type="text"/>
Caribbean	<input type="text"/>
Other North American	<input type="text"/>
African	<input type="text"/>
Asian	<input type="text"/>
Unknown	<input type="text"/>

Q11 Estimate the number of members who are of an obvious minority. [A number is needed in every box. Use zero (0) when necessary. Review the total at the end, ensuring it adds to 100.]

Oceania	<input type="text"/>
North American Indigenous	<input type="text"/>
European	<input type="text"/>
Latin, Central or South America	<input type="text"/>
Caribbean	<input type="text"/>
Other North American	<input type="text"/>
African	<input type="text"/>
Asian	<input type="text"/>
Unknown	<input type="text"/>

Q12 Do you believe your council membership reflects the cultural diversity of the parish and general community?

yes no

Q13 Estimate the percentage of members under 35 years of age.

16-24

Q14 In your opinion, does your answer to question 13 reflect the age diversity of the parish?

yes no

Q15 In your opinion, does your answer to question 13 reflect the age diversity of the general community?

yes no

Q16 In July 2021, *Embracing Diversity: Tools for Council Use* was published to assist parish councils with welcoming new members. Have you:

	yes	no
Heard of the toolkit	<input type="radio"/>	<input type="radio"/>
Downloaded the toolkit from cwl.ca	<input type="radio"/>	<input type="radio"/>
Received the toolkit from your provincial/diocesan council	<input type="radio"/>	<input type="radio"/>
Used any of the ads found in the toolkit	<input type="radio"/>	<input type="radio"/>
Planned celebrations for any of the multicultural celebrations listed in the calendar	<input type="radio"/>	<input type="radio"/>

Q17 What other methods has your council used to encourage a wide cross-section of members to reflect the cultural and age diversity of the community?

- | | |
|--|--|
| <input type="checkbox"/> cultural day celebrations and information opportunities | <input type="checkbox"/> parish schools, lay ministries |
| <input type="checkbox"/> bulletin boards | <input type="checkbox"/> council/parish/League websites |
| <input type="checkbox"/> ecumenism and interfaith endeavours | <input type="checkbox"/> personal invitations |
| <input type="checkbox"/> gift memberships | <input type="checkbox"/> guest speakers |
| <input type="checkbox"/> parish announcements | <input type="checkbox"/> social media (facebook twitter) |
| | <input type="checkbox"/> other |

Q18 If you answered "cultural day celebrations and information opportunities", please list.

Q19 If you answered "other", please specify.

Q20 How many members would you estimate participate in the following events?

	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"/>

Q21 How many new members joined your council this year? Enter 0, if none.

Q22 Were any of these new members under the age of 40?

yes

no

Q23 In 2020 the top 5 methods councils used to recruit members, ranked from highest to lowest, were:

1. personal invitation
2. advertising in bulletin/on bulletin boards
3. potluck dinners, membership teas and other social events
4. display tables at parish events
5. presentations at masses

Which ONE of these was most effective for your council?

personal invitation

display tables at parish events

advertising in bulletin/on bulletin boards

presentations at masses

potluck dinners, membership teas and other social events

other

Q24 How many members in your council are non-Catholic, i.e. associate members? If none, indicate 0.

Q25 In what ways did your council recognize members?

Bellelle Guerin award

presentation of certificates

cards or announcements

presentation of service pins

luncheons, teas or other special events

reaffirmation ceremony

maple leaf service pin

small gifts

new member ceremony

other

presentation of awards

What other means of recognition have been used?

Q26 In late 2020 a *Welcome Program* was introduced to assist parish councils with welcoming new members. Have you:

	yes	no
Heard of the program	<input type="radio"/>	<input type="radio"/>
Downloaded the program from cwl.ca	<input type="radio"/>	<input type="radio"/>
Received the program from your provincial/diocesan council	<input type="radio"/>	<input type="radio"/>
Been invited to a workshop on the program in your area	<input type="radio"/>	<input type="radio"/>
Implemented the program in your parish	<input type="radio"/>	<input type="radio"/>

Q27 In what other ways does your council engage new members?

- | | |
|--|--|
| <input type="checkbox"/> conduct an orientation session | <input type="checkbox"/> new member kit |
| <input type="checkbox"/> conversations | <input type="checkbox"/> offer training workshops, e.g. planning strategically |
| <input type="checkbox"/> funding for education/spiritual development | <input type="checkbox"/> participation in sub-committees |
| <input type="checkbox"/> invitations | <input type="checkbox"/> welcoming at meetings |
| <input type="checkbox"/> member feedback | <input type="checkbox"/> other |
| <input type="checkbox"/> mentoring | |

What other means of engagement have been used?

Q28 How does your council administer its member renewals?

- online manually

Leadership Development

Great League members do not just happen. They must be encouraged, trained and supported.

Q29 In spring 2021 an *Executive Orientation* was introduced to assist parish councils with training parish council executives. Have you:

	yes	no
Heard of the orientation	<input type="radio"/>	<input type="radio"/>
Downloaded or accessed the orientation from cwl.ca	<input type="radio"/>	<input type="radio"/>
Received the orientation from your provincial/diocesan council	<input type="radio"/>	<input type="radio"/>
Been invited to a workshop in your area	<input type="radio"/>	<input type="radio"/>
Coducted the orientation in your parish	<input type="radio"/>	<input type="radio"/>

Q30 Is your council current on the latest activities of the Strategic Planning Implementation Committee?

- yes no

Q31 Do you set annual goals/plans that include members' input?

- yes no

Q32 Do any members of your council play a role on another level of the League?

- yes no

Q33 What level? Check as many as apply.

- diocesan
 regional

- provincial
 national

Q34 How many non-executive members took a lead role in planning, organizing or hosting an event/project in your council? [For strategic planning research.]

Q35 How many members were on your 2021 executive?

Q36 How many executive positions were filled by election?

Q37 How many executive positions were filled by appointment?

Q38 How many executive positions were vacant?

Annual Reports

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

Q39 As chairperson in charge of annual reports, do you use guidelines to assist your executive members in completing their reports?

yes

no

Q40 Was this reduced version of annual questionnaire a meaningful way to demonstrate the organization standing committee activity?

yes

no

Life Membership

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

Q41 Honorary life members and life members are valuable resources to councils. Has your council had the opportunity this past year to gain assistance from either an honorary life member or a life member?

yes

no

Summary and Final Thoughts

Q42 Do you have a success story that witnesses to attracting, maintaining, engaging and/or regaining a former member or members?

yes

no

Q43 Please share that or any story. Please be brief.

Q44 Is there a special activity that you engage in that attracts women? Please be brief.

Q45 Please share any other activities of this position not yet reported. Please be brief.

Q46 What is your biggest challenge as president-elect and how do you plan to address it?

Q47 What was your biggest challenge in completing this survey?

Thank you for taking this survey. Your input helps the board to understand the priorities of councils for future planning.

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 national office for assistance.

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