

Secretary Annual Survey - 2021

ID. Name, login or ID of respondent
name

Introduction

Welcome to the annual report survey for parish council secretaries. This has been a year that will not soon be forgotten. Because of the COVID-19 pandemic, meetings have been put on hold and, indeed, methods of holding meetings have changed. Your completion of this survey will help me understand how your council has fared during the year. I appreciate any feedback you have for me regarding the survey. Parish presidents, if your council does not have a secretary, please have someone on your executive complete the form.

Thank you very much for your participation and keep well.,

Marie Rackley, 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

both

recording secretary

other

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

Q8 Were you:

elected

n/a. The position is vacant.

appointed

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

I don't know.

no

Q12 Do you receive written reports from the executive?

yes

sometimes

no

Q13 Does your council have a copy of the *Handbook for Secretaries* from national office?

yes

I don't know.

no

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 2021 and how did you address it?

Communications Satisfaction Survey

Q1 How satisfied are you with the communication you receive from:

	Always	Usually	Sometimes	Occasionally	Never
National council	<input type="radio"/>				
Provincial council	<input type="radio"/>				
Diocesan council (if applicable)	<input type="radio"/>				
Regional council (if applicable)	<input type="radio"/>				

Q2 How relevant is the communication your parish council receives from:

	Always	Usually	Sometimes	Occasionally	Never
National council	<input type="radio"/>				
Provincial council	<input type="radio"/>				
Diocesan council (if applicable)	<input type="radio"/>				
Regional council (if applicable)	<input type="radio"/>				

Q3 Do you find the communications clear and concise from:

	Always	Usually	Sometimes	Occasionally	Never
National council	<input type="radio"/>				
Provincial council	<input type="radio"/>				
Diocesan council (if applicable)	<input type="radio"/>				
Regional council (if applicable)	<input type="radio"/>				

Q10 How often do you receive duplicate communications from national, provincial, diocesan and/or regional councils?

- always
- usually
- sometimes

- occasionally
- never

Q18 When you receive communications from another level (national, provincial, diocesan, regional) that *invites/requests* participation, do you have enough time to do so?

- always
- usually
- sometimes

- occasionally
- never

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 national office for assistance.

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