

# Joint Secretaries Annual Report Survey - 2017

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## Introduction

Thank you for participating in the new annual reporting survey. As parish secretary, your completion of this form adds value to our diocesan, provincial and national perspective. It will help us better understand what your council is doing and what we can do to help you. The form is very comprehensive and broken into different sub-headings. Please do not feel daunted by the number of questions. I have tried to make it as straight-forward as possible and appreciate any comments you have about the form. This form is not a test, so don't be worried if you seem to answer "no" to a lot of questions.

If your parish council has both a corresponding and recording secretary, please complete this form together.

Thank you again for your participation.

Janet McLean, National Secretary-Treasurer

**This report is a joint effort of the recording and corresponding secretaries where both exist. Please complete the report together.**

### 1. Are you the:\*

- corresponding secretary                       both
- recording secretary

## Recording Secretary

One of the cornerstones of good written communication is the clear, concise expression of ideas or information. The recording secretary, through good written communication, is an important contributor to the history of her council.

### 2. Is the position of recording secretary vacant in your council?\*

- Yes     No

### 3. How long have you been recording secretary?\*

- Up to 2 years     3-4 years

5-6 years

Greater than 6 years

**4. Do you, or does your council, have a copy of the Handbook for Secretaries, available from national office?\***

Yes, I do.

No, I don't.

Yes, my council does.

I don't know.

**5. Please answer the following statements with a yes or no.\***

	Yes	No
1. I attend executive and general meetings of the council	<input type="radio"/>	<input type="radio"/>
2. I distribute copies of the agenda	<input type="radio"/>	<input type="radio"/>
3. I take the roll call at meetings	<input type="radio"/>	<input type="radio"/>
4. I bring the minutes book to all meetings	<input type="radio"/>	<input type="radio"/>
6. I take minutes at meetings	<input type="radio"/>	<input type="radio"/>
7. I transcribe and distribute minutes of the previous meeting for approval	<input type="radio"/>	<input type="radio"/>
8. I am a signing officer	<input type="radio"/>	<input type="radio"/>
10. I assist the president with the compilation of the annual report	<input type="radio"/>	<input type="radio"/>
11. I know where the council charter is located	<input type="radio"/>	<input type="radio"/>
12. I maintain a list of the executive with their contact information	<input type="radio"/>	<input type="radio"/>

**6. Do you bring the motions book to all meetings\*?**

Yes

No

We do not have a motions book.

**7. Do you receive written reports from the executive\*?**

Yes

No

Sometimes

**8. How are minutes distributed?\***

- E-mail
  - Regular mail
  - By hand
  - Other (please specify)
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**9. How many years of council minutes are kept in the minutes book before being turned over for archives?\***

- One – two years
- Three – five years
- Six – 10 years
- Greater than 10 years
- We don't keep a minutes book

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

- Hand-written notes
- Using a laptop or tablet
- Voice recorder

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

- Circulate them in advance and ask for corrections at the meeting?
- Hand them out at the meeting?
- Read them out at the meeting?
- Other (please specify) \_\_\_\_\_

## Corresponding Secretary

**12. Is the position of corresponding secretary vacant in your council?\***

- Yes
- No

**13. How long have you been corresponding secretary?**

- Up to 2 years
- 3-4 years
- 5-6 years
- Greater than 6 years

**14. Do you or does your council have a copy of the CWL Personal Letter Writing Guide?\***

- Yes, I do.
- Yes, my council does.
- No, I don't
- I don't know.

**15. Do you notify members of upcoming meetings and events?**

- Yes, by telephone
- Yes, by e-mail
- Yes, by parish bulletin or board
- Yes, by social media (e.g., Facebook)
- Yes, by newsletter
- Yes, by cell phone
- Yes, by other means, please specify...  
\_\_\_\_\_
- No, someone else does that.

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

- Yes
- No

**17. At meetings, do you read the correspondence received and sent?\***

- Yes, all of the time
- Yes, some of the time
- No

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

- Yes
- No

# Summary and Final Thoughts

19. Is there anything else you would like to share about your tasks as secretary for your parish council?