

Past President Annual Report Survey - 2017

Introduction

Thank you for participating in the new annual report survey. As parish council past president, your report adds value to our diocesan, provincial and national perspective.

This survey is very comprehensive and broken into each sub-heading. Please do not feel daunted by the length of it. 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 survey. It will help us to know better what your council is doing and what your members interests are.

Barbara Dowding, National Past President and Chairperson of Laws

1. Is this position vacant?

- Yes No

2. Are you completing this survey on someone else's behalf? *

- Yes No

3. On whose behalf are you completing this survey for? Please enter the name of the chairperson. *

Serve in a Consultative Capacity

The role of past president is consultative and advisory. Others will draw on her experience when trying to make the best decisions for the council.

4. How often have you attended scheduled meetings and events?*

	Always	Most of the time	Sometimes	Never
Executive meetings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
General meetings	<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"/>
Spiritual events	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. How often would you say you are called upon for advice?*

- A few times a week
- Once a week
- Two or three time a month
- Once a month
- Less than once a month
- Never

6. Would you say your council president feels supported and encouraged by your help?*

- Yes
- Most of the time
- No

7. If no, please explain your feelings.

Be Responsible for Archives and History

8. Are you responsible for archives in your council?*

- Yes
- We have the secretary do this.
- We have an historian do this.
- We have the treasurer do this.
- We have a life member do this.
- We have appointed someone else to do this.

9. Where are your council archives stored?*

- At the church in the hall or office.
- In the CWL room, cupboard or filing cabinet at church.
- In my home or the home of another member
- At the diocesan office
- Other (please specify) _____

10. Do you know the whereabouts of your council charter?*

- Yes No

11. What methods of storage do you use?

- | | |
|--|--|
| <input type="checkbox"/> Filing cabinets | <input type="checkbox"/> Memory sticks |
| <input type="checkbox"/> Banker boxes | <input type="checkbox"/> Photo albums |
| <input type="checkbox"/> DVDs | <input type="checkbox"/> Scrapbooks |
| <input type="checkbox"/> CDs | |

12. Does your council keep the following and for how long?*

	1-4 years	5-8 years	9-10 years	Indefinitely
Annual reports	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Books of life	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Deceased member histories	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Financial information	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lists of past executives	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Membership renewal data	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Minutes of executive meetings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Minutes of general meetings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Records of pin and award recipients	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Written reports of executive members	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Years of service for members	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

13. How often are your council archives reviewed?*

- | | |
|----------------------------------|--|
| <input type="radio"/> Annually | <input type="radio"/> Every five years |
| <input type="radio"/> Biannually | <input type="radio"/> As needed |

14. Does your council maintain a history book?*

- Yes No

15.Does your council maintain labeled photo albums?*

- Yes No

Facilitate Study and Implementation of the Constitution & Bylaws

16.Do you have a copy of the Constitution & Bylaws (2013)?*

- Yes No

17.How often would you say your council reviews the Constitution & Bylaws to help guide a decision?*

- Multiple times a year Once in a two year term
 Twice a year Rarely if ever
 Once a year

18.Do you have a copy of the National Manual of Policy and Procedure?*

- Yes No

19.How often would you say your council refers to the National Manual of Policy and Procedure to help with processes and procedures?*

- Multiple times a year One in a two year term
 Twice a year Rarely if ever
 Once a year

20.Does your council have its own manual of policy and procedure?*

- Yes No

21.If yes, how often is it reviewed and updated?

- Whenever a policy is changed One in a two year cycle
 Annually Every five years

22. How often would you say your council has sought advice from:*

	Monthly	2-4 times a year	Annually	Rarely
Diocesan executive	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provincial executive	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
National executive	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
National office	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Perform Other Duties as Assigned by the President

23. What other duties have you undertaken at the request of your president? Check as many as apply.

- | | |
|--|--|
| <input type="checkbox"/> Chair the nominations and elections committee | <input type="checkbox"/> Organize a spiritual event |
| <input type="checkbox"/> Chair executive or general meetings | <input type="checkbox"/> Organize funeral lunches |
| <input type="checkbox"/> Chair a standing committee or taskforce | <input type="checkbox"/> Prepare agendas |
| <input type="checkbox"/> Check national and provincial websites for information to share | <input type="checkbox"/> Prepare newsletters or correspondence |
| <input type="checkbox"/> Facilitate a workshop | <input type="checkbox"/> Promote your council in your parish and community |
| <input type="checkbox"/> Fill the role of a vacant position. | <input type="checkbox"/> Represent your council at conventions |
| <input type="checkbox"/> Organize a fundraiser or charity event. | <input type="checkbox"/> Other (please specify)
_____ |
| <input type="checkbox"/> Organize a social event | <input type="checkbox"/> I haven't been asked to perform any other duties. |

Summary and Final Thoughts

24. Reflecting on your term as president, how could you assist to make your successor's experience more enjoyable and fulfilling?

