

# Organization Annual Report Survey - 2017

---

## Introduction

In an effort to simplify annual reporting by parishes and to assist in planning for the future, a new and easy-to-complete “Annual Report Survey” is ready for your use. The responses will be of great benefit to you, your diocese, province, and country, as it is a living testimony of your year in review.

The several sub-headings under Organization – recruit members and maintain membership; leadership development; League resource material; annual reports; and life membership – are listed in order. 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 a 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 Recruit members and maintain membership, for example, did you recognize a member(s) for service? If not, perhaps you might consider that in your goals for next year.

Thank you for completing the annual report survey. May it be a source of great comfort, pride in what you have accomplished, and assistance to you as you move forward “For God and Canada”.

Anne Marie Gorman, National President-Elect and Chairperson of Organization

### 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.\*

## Recruit Members and Retain Membership

The strength of the League is in its membership.

**4. How many members belong to your council?\***

**5. 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"/>

**6. How many new members joined your council this year?\***

**7. In the spring 2017 edition of *The Canadian League*, Life Member Theresa Winchester shares how her council has successfully recruited new members. What methods has your council used to recruit members?\***

- |   |   |
|---|---|
| <input type="checkbox"/> Advertising in church bulletins, on bulletin boards etc.               | <input type="checkbox"/> Potluck dinners, membership teas and other social events |
| <input type="checkbox"/> CWL Sunday   | <input type="checkbox"/> Social media   |
| <input type="checkbox"/> Gift memberships   | <input type="checkbox"/> Spiritual advisor's support                              |
| <input type="checkbox"/> Membership envelopes in parish collection boxes                        | <input type="checkbox"/> Telephone trees  |
| <input type="checkbox"/> Display tables at parish events – ministry fairs, church bazaars, etc. | <input type="checkbox"/> Other (please specify)<br>_____<br>_____                 |
| <input type="checkbox"/> Personal invitation  |   |
| <input type="checkbox"/> Presentations at masses  |   |
| <input type="checkbox"/> Promotional displays   |   |

**8. How many members did not renew their membership this year?\***

**9. What methods did your council use to invite these members back?\***

- |   |  |
|---|--|
| <input type="checkbox"/> Made a personal telephone call   | <input type="checkbox"/> We didn't contact them.                                       |
| <input type="checkbox"/> Invited them to a meeting by e-mail or mail                            | <input type="checkbox"/> We didn't lose any, or we lost them because they passed away. |
| <input type="checkbox"/> Invited them to coffee to talk about their experiences with the League | <input type="checkbox"/> Other (please specify)<br>_____                               |
| <input type="checkbox"/> We didn't. They moved away.  | _____  |

**10. How does your council keep in touch with former members who may be no longer able to participate? Please check all that apply.\***

- |  |   |
|--|---|
| <input type="radio"/> We send cards.                           | <input type="radio"/> We invite them to events.                   |
| <input type="radio"/> We visit them.                           | <input type="radio"/> We send them our newsletter and/or minutes. |
| <input type="radio"/> We make telephone calls.                 | <input type="radio"/> We share baking with them.                  |
| <input type="radio"/> We take communion.                       | <input type="radio"/> Other (please specify) _____                |
| <input type="radio"/> We hold parties for them.                | _____   |
| <input type="radio"/> We give them gifts on special occasions. |   |

**11. In what ways did your council recognize members?\***

- |  |   |
|--|---|
| <input type="checkbox"/> Bellelle Guerin Award                   | <input type="checkbox"/> Presentation of service pins     |
| <input type="checkbox"/> Cards or announcements.                 | <input type="checkbox"/> Reaffirmation ceremony           |
| <input type="checkbox"/> Luncheons, teas or other special events | <input type="checkbox"/> Small gifts                      |
| <input type="checkbox"/> Maple leaf service pin                  | <input type="checkbox"/> Other (please describe)<br>_____ |
| <input type="checkbox"/> New members ceremony                    | _____   |
| <input type="checkbox"/> Presentation of awards                  | <input type="checkbox"/> We don't.                        |
| <input type="checkbox"/> Presentation of certificates            |   |

**12. How does your council engage new members?\***

- |   |   |
|---|---|
| <input type="checkbox"/> Conversations                  | <input type="checkbox"/> Welcoming at meetings            |
| <input type="checkbox"/> Invitations                    | <input type="checkbox"/> Conduct an orientation session   |
| <input type="checkbox"/> Mentoring                      | <input type="checkbox"/> Other (please describe)<br>_____ |
| <input type="checkbox"/> New member kit                 | _____   |
| <input type="checkbox"/> Participation in sub-committee |   |

We don't.

**13. How does your council administer its member renewals?\***

- Manually  Online

**14. What method does your council use to remind members that membership fees are due?\***

- |   |  |
|---|--|
| <input type="checkbox"/> Announcement at mass or in meetings          | <input type="checkbox"/> Mail                    |
| <input type="checkbox"/> Church bulletins, bulletin boards, envelopes | <input type="checkbox"/> Handouts                |
| <input type="checkbox"/> E-mail                                       | <input type="checkbox"/> Other (please describe) |
| <input type="checkbox"/> Phone  | _____  |
|   | _____  |

**Leadership Development**

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

**15. Have you participated in the League development days offered in your area?\***

- Yes  No

**16. How many of your members, other than yourself, have participated in the following last year?\***

	10+	6-9	3-5	1-2	0
Diocesan convention	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Diocesan retreat days	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Leadership workshops	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provincial convention	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
National convention	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**17. Do you set annual goals/plan activities that include members' input?\***

Yes

No

**18. Do any members of your council play a role on another level of the League?\***

Yes No

Diocesan

Regional

Provincial

National

**19. In the spring 2017 edition of The Canadian League, an article was included about the Catholic Women's Leadership Foundation. Are you familiar with what the Foundation offers women in leadership development?\***

Yes

No

## League Resource Material

To ensure the council operates efficiently and effectively, it is essential to have a good working knowledge of the League.

**20. What national resources does your council currently have on hand?\***

Ceremonies Booklet

Handbook for Spiritual Advisors

Constitution & Bylaws

Leading the League

CWL Prays

League Prayers

Downloaded Online Resources

National Manual of Policy and Procedure

Executive Handbook

Parliamentary Procedure

Guidelines for Treasurers

Resolutions Supplement to the Executive Handbook

Handbook for Organization Chairpersons

The Canadian League magazine

Handbook for Past Presidents

We don't use national resources.

Handbook for Secretaries

## 21. What promotional material has your council purchased for use in your membership drives?\*

- |  |   |
|--|---|
| <input type="checkbox"/> Gratitude postcards     | <input type="checkbox"/> CWL pens                     |
| <input type="checkbox"/> Invitation Cards        | <input type="checkbox"/> Prayer cards                 |
| <input type="checkbox"/> Invitational Handbill   | <input type="checkbox"/> Welcome brochure             |
| <input type="checkbox"/> Mass cards              | <input type="checkbox"/> Service pins                 |
| <input type="checkbox"/> Membership certificates | <input type="checkbox"/> None of the above            |
| <input type="checkbox"/> Notecards               | <input type="checkbox"/> We prepare our own material. |
| <input type="checkbox"/> Theme cards             |   |

## Annual Reports

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

## 22. As chairperson in charge of annual reports, do you use guidelines to assist your executive members in completing their reports?\*

- Yes  No

## 23. Have you used any of the following methods to complete reports?\*

- Maintain monthly/regular record of activities
- Meet as a group
- Plan a workshop
- Review the annual CWL parish council calendar
- Review chairpersons reports
- Review minutes
- Other (Please describe.) \_\_\_\_\_

## Life Membership

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

**24. Do any life members belong to your parish council?\***

- Yes  No

**25. Has your council benefited from life members residing in your area? If so, in what ways?\***

- Facilitated workshops for members
- Mentoring partnerships
- Provided guidance and wisdom on issues of concern to members
- Researched topics of interest to members
- Served as parliamentarians
- Other (please specify) \_\_\_\_\_
- We haven't used the life members in our area.
- There are no life members in our area.

## **Summary and Final Thoughts**

**26. Please share a success story or stories that witness efforts in your council to attract, maintain, engage, and/or regain a former member or members. Why do women continue to attend meetings and/or functions? What do you see as your most desirable asset as a council? Is there a special activity that you engage in that attracts women?**