

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)
-

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?