



**The Catholic Women's League of Canada
Edmonton Diocesan Council
2015 Annual Report Form
Report for January 1st – December 31st, 2015**

PRESIDENT

Council Name: _____ Zone: _____
City or Town: _____
Chairperson's Name: _____
Address: _____
Phone: _____
E-mail: _____

How often and when does your council meet? _____

Duties of the President:

The President shall:

- Inform the membership of the League's position on current issues
- Foster open communication
- Preside at all council meetings and conventions
- Be a signing officer for all official documents
- Provide active leadership
- In consultation with the officers, initiate policies
- Keep fully informed on the operation of the League and report annually to the membership
- Be an ex officio member of all committees except the nomination and elections committee
- Be the official spokesperson for the council
- Appoint committees
- Read and be familiar with the *National Manual of Policy and Procedure*
- With the executive, be responsible for reporting activities to the next level
- Perform such other duties as may be incumbent upon the office

1. What goals did you set for ***yourself*** this past year and explain the plan you used to achieve them. _____

2. What goals did the executive set for your council and explain the process used to achieve them. _____

3. Describe your council's programs throughout the year.....include its strengths; the things that should be changed and the greatest achievements and the involvement in the parish.

4. List the executive positions that were filled. For those there were not filled, how did your council deal with the concerns of those committees?

5. Any other comments would be greatly appreciated.

6. How can the Diocesan Officers assist you? How do you feel about the Parish Buddies initiative?

Thank you for completing and submitting your Annual Report

