



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

Secretary

Council Name: _____ Zone: _____

City or Town: _____

Chairperson's Name: _____

Address: _____

Phone: _____

E-mail: _____

How are minutes distributed to members? E-mail At monthly meeting Mail out

Is the Secretary a Signing Officer? Yes No

Who prepares and distributes the Agenda? _____

Who handles the correspondence? _____

How are officer's reports handled at your meeting? Written Oral Combination

Does your Council request Annual Reports from parish council secretaries? Yes No

Who cares for the Council's History and Archives? _____

How does the secretary use the internet? Record Minutes E-mail Other _____

Does the secretary use the national website? Yes No

Who orders national supplies? _____

Who updates the council's information for your website? _____

How does the secretary use e-mail? Send out: Minutes Agenda Bulletins Newsletters
 Respond to e-mail Other _____

What are the biggest challenges in your role as secretary? _____

What are your greatest accomplishments as the secretary? _____
Comments /Suggestions: _____
