



The Catholic Women's League of Canada

MEMO

DATE: April 18, 2017

FROM: Janet McLean, National secretary

TO: Parish secretary

CC: Parish presidents, diocesan presidents, provincial presidents, life members (on request)

I would like to thank all parish council secretaries who completed the annual online survey form last December. I appreciate the time and effort you took in completing the form. Your information has given me a much better understanding of what you are doing in and for your councils. I found it most interesting reading your comments and suggestions. I understand that some councils felt the report process was too long and complicated. I apologize for this and hope you will be patient as we work on fine-tuning the process.

Most of the questions in the survey were based on the duties of a secretary as outlined in the *Constitution & By-Laws* and detailed in the *National Manual of Policy and Procedure* and the *Handbook for Secretaries*. I realize that in many councils matters are handled very simply so a lot of the questions may have seemed of little relevance to your council. However, it was my hope that the survey would provide an overview for you of the many duties that are assigned to the secretary and, perhaps, indicate where you might want to make some changes.

One particular problem with the survey was that there was often no place to indicate a response when questions could not be answered with any of the choices. Respondents had to make a choice in order to continue with the survey but this choice may have been incorrect. This is something that will be corrected when preparing the 2017 surveys.

Thank you again to all secretaries. Your dedication to your tasks is admirable. You provide the permanent record of events for your council and I appreciate your dedication. If you have any questions for me or if there is some way you feel I can be of help to you, please get in touch with me.

Janet McLean