

Suggested Process:

1. **September:**

- Copy the forms for each position & standing committee to have ready for your October meeting. Two copies per position should be adequate. One copy as a working copy and one for a good copy.
- Parish President to call a meeting of your executive including your standing committee chairpersons and co-chairs to be held in October. Ask everyone to bring their Constitution & Bylaws (C & B) and have a copy of the Executive Handbook available to review.

2. **October Meeting:**

- Start the meeting with a prayer asking Our Lady of Good Counsel to guide you as you complete your Annual Reports.
- Have each chairperson read their respective roles as noted in the C & B to refresh everyone on the responsibilities in each standing committee.
- Have the Secretary read the highlights from your parish council's meeting minutes of everything your council accomplished from Jan. 1, 2010 to the current date.
- As the secretary is reading each person is asked to write down what applies to their respective standing committee. Keep in mind an item or action may fall under more than one Standing Committee and it is fine to include an item under more than one standing committee.
- List **ALL** the **accomplishments** and **success stories** of your council.

3. **November:**

- Update reports with any outstanding items.
- Type your report using the bullet format similar to a grocery list. **Make sure your council name, contact name, address, telephone #, email address and position / standing committee are at the top of the page in the same manner as shown.** Attach your completed report sheet to the report form sent to you from your Diocesan Council.
- Three copies are required of each report. One copy for the diocesan counterpart, one for the parish president, and one for their respective files.
- All reports must be mailed to the diocesan counterparts by **December 15, 2010.**

4. **December:** *Parish President* – from all the reports received from your parish council standing committee chairpersons, compile the information on the Parish Council Report Form to be given to your Diocesan Organization Standing Committee Chair to be used for your Diocesan convention book.

5. **Congratulations!!!** Your council has completed your annual reports prior to the deadline. As well, it is complete before a new parish president and executive assume their new roles in January in an election year). These reports are a wonderful history of your council and should be kept in your Archives.
