TO: SPDCCW Board Members

FROM: Bernadette Gaudion, Recording Secretary SPDCCW

RE: Reports

DATE: June 15, 2017

Regarding reports given to membership during a meeting—please provide a “hard” copy to the presiding recording secretary. There will be a folder labeled ‘REPORTS’ at the head table; please just insert your report. [It is not necessary to email reports.]

Reports:

\*Specify purpose of report

\*Name and position

\* Date

\*Signature of person giving or submitting report

Please do not hesitate to turn in a handwritten report, as normally no one reviews reports after they have been submitted. Reports are kept on file for seven years prior to being destroyed.

I have attached pp.30-31 from *NCCW Guidance and Resource Manual* as an additional reference. This tool is a supplementary resource, as how you would like to format your report is completely up to you.

Never hesitate to contact me about a need or concern regarding reports*. I am here to serve YOU.*

Kind regards,

Bernadette