

HOW TO SUBMIT A REPORT

Written reports are our record of what the Directors and Standing Committee Chairmen have accomplished. When filing a written report at a Board of Directors or Business meeting, please follow the guidelines below:

Format

Your report should include the following:

1. Heading:
Kansas City Young Matrons
Board of Directors Meeting/Business Meeting
Meeting Month and Year
Activity/Event
2. Number of KCYM members attending and/or serving event and service hours earned
3. Brief summary of the activities that took place
4. Cost of event, if any
5. Success of event and suggestions for the future.
6. Your name and position

If possible, keep the length of your report to one paragraph and no longer than three minutes in duration. Notes on details (number of napkins needed, supplies needed for the craft, etc.) are kept in your Working notebook for your reference and for next year's Chair and not included in your written report.

Board of Directors: At least two days prior to the meeting, please email your report to:

1. President
2. Director of Administration
3. Parliamentarian
4. President-Elect

Standing Committee Chairmen: At least two days prior to the meeting, please email your report to:

1. Your Director
2. President
3. Director of Administration
4. Parliamentarian
5. President-Elect

This is an example of a report:

Kansas City Young Matrons
Board of Directors Meeting/ Business Meeting
January 2021
Affiliate Name

We have completed 2 of our 3 dates for volunteering at Affiliate Name. Our first two visits included baking, Bingo and crafts. Fifteen women have contributed their time and talents for the residents totaling 38.5 Civic hours. I have spent \$75.00 of our \$200 budget. Our next visit will be on February 10th. Thank you to all of our volunteers!

Name, Project Coordinator Affiliate Name

MAKING A MOTION

Number the motions, place them at the end of your report.

Example:

Motion:

1. I move to approve the following women to serve on the Social Committee...
2. I move to approve Hallbrook Country Club as the location of our Mistletoe Party...

rev: 4/08, 4/13, 4/18, 4/20, 3/21