Committee Chair Report and Region Directors Template

Instructions:

Please use a narrative format for activity/meeting description

Please keep bullet points to a minimum (except where shown as example)

Please use Arial Font, standard (not italic font for information), leave bold headers

**A sample of each from the handbook is shown on the next pages, please use for the February Meeting. If you have any questions, let me know.**

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**Region:**

**Region Director:**

**Includes County/Cities:**

**Announcements:**

**Date of meeting:**

**Location:**

**Topics of Discussion:**

**Date of meeting:**

**Location:**

**Topics of Discussion:**

**Questions for the Executive Board:**

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**Committee Name:**

**Chair of Committee:**

**Committee Members:**

**Date of Last meeting:**

**Date of Next meeting:**

**Action Items In Progress/Pending:**

**Action Items Completed:**

**Questions for the Executive Board:**