



Dear presidents and provincial representatives,

We invite you to use the following outline as a template for your upcoming report to the National Executive for the Annual General Meeting.

#### Content:

- Greetings to the National Executive, and Delegate body
  - Use “Glory to Jesus Christ!” at the beginning
- Summary of activities in the two years, organized by pillars
  - Faith
  - Culture
  - Leadership
  - Social/Friendship
- Membership
  - Number of paid members
  - Number of people interested, but not joined
  - Executive
    - Names of executive members each year, and positions
- Funds
  - Summary of funds raised over the two-year period
    - Most effective methods of fundraising for your local, and sources
  - Summary of expenses
    - Amounts donated, and to whom
    - Local expenses like for events, social activities, or for advertising etc.

#### TIPS

- Remember, these reports will be read at the Annual General Meeting
- These reports are for information purposes; more for inspiration for other locals than as a formal report to the national executive. Imagine you’re writing to other presidents, or to a new president, as suggestions and ideas to what they can achieve.
- Keep the tone optimistic and positive, focusing on good things that are happening, rather than dry and formal.