Secretary Report Template

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| --- | --- |
| **Chapter** |  |
| **Date** |  |

|  |  |
| --- | --- |
| **AGM Attendance** |  |

**OFFICERS**

**Officers elected as Chairman, Secretary, Treasurer, to work on committee for next year must include email and contact number: No www. Web addresses as they can’t be contacted by email.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Office****Position** | **Name** | **Email Address** | **Contact** **Number** |
| **Chairman** |  |  |  |
| **Secretary** |  |  |  |
| **Treasurer** |  |  |  |

**Note: All reports from the main officers especially the Secretary and Treasurer must be emailed or posted to the I.W.G Hon. Secretary before the 31st January of the following year. Failure to do so will affect any payments to the chapter.**

**On page 2 you can type in the report for the year**

**REPORT**

**Report** **on last year’s activities including how many meetings, seminar, numbers attending, demonstrators and any other Topics:**

**……………………………………………………………………………**