

Pacific Cascade Report Guidelines

All reports must be written in order to be included in the regional minutes!!!

NOTE: Please keep reports simple and brief (5 minutes of speaking or less) to minimize secretary workload and distribution costs.

RCM REPORTS -

Each report should include:

- A) Pertinent Area business and well being, including experiences that could benefit other areas. Please include Area Officers names and addresses when elected.
- B) Growth. i.e., new groups, meeting changes, etc.
- C) Summation of individual Sub-committee works, including any changes in Sub-committee Chairpersons names and/or addresses.
- E) Donation to Region.
- F) Provide an updated meeting list to the directories chair at each RSC meeting.

REGIONAL SUB-COMMITTEE REPORTS -

Each report should include:

- A) Meetings held and their attendance.
- B) Problems/Progress in specific areas during quarter.
- C) Workshop preparations (if applicable).
- D) Highlights of communication with WSC Committees.
- E) Financial status and expenditures, including receipts.

REGIONAL CHAIRPERSON REPORT -

Each report should include:

- A) Any information the body needs to conduct business.
- B) Any changes in format or method of meeting.
- C) Synopsis of any communication held between the Chairperson and anyone else, made for the purpose of informing the region.

REGIONAL VICE CHAIRPERSON REPORT -

Each report should include:

- A) Highlights of communication with Regional Sub-Committees.
- B) Problems/Progress in Sub-committee coordination.
- C) Synopsis of any Communication held between the Vice-Chairperson and anyone else, made for the purpose of informing the region.

REGIONAL TREASURER REPORT

Each report should include:

- A) Listing of all income and source, as well as, all expenditures.
- B) Any statements of explanation or clarification about income or expenses.
- C) Any financial reminders deemed appropriate by the RSC.

REGIONAL SECRETARY REPORT

Each report should include:

- A) Cost of producing and distributing minutes.
- B) Any additional secretary duties performed and expenses incurred.
- C) Synopsis of any correspondence made for the purpose of informing the region.

REGIONAL DELEGATE & ALTERNATE DELEGATE

Each report should include:

- A) Summation of World Service Conference activities.
- B) Information about any new groups welcomed into the region.
- C) Any action or responses to concerns of the Region to be taken to the WSC.
- D) List of expenditures in the quarter.
- E) Synopsis of any correspondence made for the purpose of informing the region.