

## **212. REPORTING PROCEDURES**

The following reports are prepared in the club by the President or a delegate and are forwarded to specific individuals in the Region:

### **MONTHLY**

A report on club membership, programs, activities, committees, attendance, etc. is forwarded to the Regional Director, the Regional Director Elect, the Regional Secretary, all of the Regional Service Directors. (REGIONAL TEAM)

Go to the Maritimes web Site- all reports are recorded and electronically sent to the Regional Team.

<https://maritimesyserviceclubs.ca/presidents-report-submission/>

A report on club activities to the local Y Board, if one exists in the community.

### **SEMI-ANNUALLY**

Report on club membership, dues, etc. to the Regional Treasurer. As well to the Regional Secretary.

The IMIC Data entry club designate will enter club data into the International system for club invoicing on dues. (Refer to the Time Lines document in APPENDICES)

### **ANNUALLY**

Report on club activities to the Regional Convention via Regional secretary who prepares the annual Journal for the next years Fall Council.

### **PERIODIC OR AS REQUIRED**

Reports on specific topics to Regional Service Directors.

Reports on club activities to Regional Council Meetings and District Meetings.

(updated March 2024)