

## 306- REPORTING PROCEDURES

Note the web site “Presidents Reports” page is submitted to all council members. RDSs RD and RDE submissions are received here as well. <https://maritimesyserviceclubs.ca>

### REGIONAL DIRECTOR

Complete a Monthly Activities Report (<https://maritimesyserviceclubs.ca/presidentsreport>) , see sample in Appendix section.

Prior to the 15th of the month submit copies of this report to: Area President,  
and retain one copy for file.

### REGIONAL DIRECTOR ELECT

Complete a Monthly Activities Report. ( <https://maritimesyserviceclubs.ca/presidentsreport>.) See sample in Appendix section.  
Retain one copy for file.

### REGIONAL SERVICE DIRECTORS

Complete a Monthly Activities Report. (<https://maritimesyserviceclubs.ca/presidentsreports>) See sample in Appendix section.

Retain one copy for file.

(Reviewed 2024)