



**Instructions for the
REGION CHAIR REPORT TO DISTRICT CABINET
DISTRICT 27-E1
2011 - 2012**



The Region Chair Report to the District Cabinet should be filed in written/printed form and also given orally when the chair is present. The Report need not be lengthy or detailed.

First, it should contain the following elements at the top of the report.

Name, Date, and Region identification

Second, the body of the Region Chair Report should include any of the following items which are appropriate to your support of the Zone Chairs:

1. Brief information about any **contact and work with Zone Chairs** in your Region.
2. Information about **club visits** and/or **club contacts** (if any).
3. Briefly describe your **participation with Zone Meetings** in your Region.
4. Describe any **leadership training** that you have participated in or have planned including plans for yearly **club officer training**.
5. Share any specific **concerns** that you may have with a club or clubs within your Region and **suggestions** you may want to share with the District Cabinet.

Remember that the report need not be overly detailed and should document your support for the Zone Chairs in your Region.

The written/printed copy of the Region Chair Report should be filed with the District Cabinet Secretary.