

Branch Directors' Report Template

A Director for each NBSRT Branch is expected to submit a written report to the Annual General Meeting, and to the Fall meeting of the Board of Directors, outlining the activities/plans of the local branch.

The following template may be used as a guide to prepare the Directors' Report.

Branch Name: _____

ACTIVITY	DATE	DATE	DATE	DATE
Executive Meetings				
General Meetings				
Breakfasts, Etc.				
Weekly/Monthly Activities				
Special Projects				
Scholarships Bursaries				
Special Recognitions				
Guest Speakers				

Additional Information: