

## **Area Governor Quarterly Report (Suggestions & Ideas)**

Rule 800. Each Area Governor shall submit to his Regional Director by April 15, July 15, October 15 and January 15 a written evaluation titled. Area Governor's Status Report. The Governor who submitted the previous three reports shall prepare and submit the January 15 report. (Revised 1/28/03 by Excom) (Revised 4/15/03) (Revised 4/17/12)

The sequence below can be used as a guide for the completion of your quarterly report. Please include facts and figures. The sequence should be followed. The monthly Branch reports and your observations are your source. Follow Rule 800 for deadlines.

1. Finances: Any problems with Form 28? Is it distributed by the Branch treasurer during the Branch board meeting? Is the new form 28 being used?
2. Attendance: Any significant % change since last quarter? Are inactives being considered? Is a calling system in place?
3. Membership: Any problems with Form 27? Is the trend up or down since the last quarter? How is the recruiting effort? Is Branch morale positive?
4. Activities: Is the trend up since the last quarter?
5. Goals and Action Plans: Which of the branch key functions have current goals and action plans?
6. Meetings: Are agendas being used? Is Robert's Rules of Order being utilized? Are the Minutes read and published? Is the incoming correspondence read in the Excom meeting? Is the luncheon meeting upbeat and entertaining?
7. Rule 13: Any signs or significant occurrences? (luncheon speakers)
8. Form 40: How do your branches exchange speaker information?
9. Travel Are branch travel representatives following guidelines?
10. Innovations: What positive/unique ideas are being utilized in your branches?
11. Branch Reports: Are they complete? On time? Any missing? Problems?
- 12 Identify the needs, recommendations, if any, for the Area Governor, Regional Director to meet with and explore solutions to a Branches faltering status

13. Other "sticky wickets".

8/20/05 Author Bill Short 11/12/06 Transcribed by D. B. Sale 4/17/12 Updated by W. Schick