Subcommittee report Template – please save in an easy to file format eg: HandI report to RSC May 2018

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| ***Subcommittee Name*** |
| **Mission Synopsis:** | *This is to help new RCMs understand the purpose and role of the subcommittee –this is in the guidelines but it pays to keep it front and centre.* |
| **Report to RSC date:** |  |
| **Meetings since the last report -****Dates and attendance:** | *Even if there have not been committee meetings, there has likely been action; if it is made clear that it has not been possible to hold meetings, Region can consider how they may help. There are other ways of doing business but how is this recorded for accountability?* |
| **Committee:**  | *Please list members and the position held.* |
| **Positions vacant:****(RCMs please report these at your ASC)** |  |
| **General report:** | *What has been happening? Include info from smaller subcommittees. Please do not just copy minutes.* |
| **Problems/progress against specific objectives, requests or questions from Region:** | *Transparency and accountability. (Check last region minutes)* |
| **Workshop preparations:** | *If any, include expenses or requests for local service.* |
| **Highlights of communications with ASC and WSC committees:** |  |
| **Suggestions or recommendations to RSC:** | *Based on greater experience, or issues that arise from doing this type of service.* |
| **Requests for guidance from RSC:** | *Any decisions that need to be made so that the committee can move forward.* |
| **Financial report:****Status and expenditures****Request for funds** | *Send treasurers report to RSC treasurer.* |
| **Meeting minutes provided to Resource?** |  |
| **Treasurer report provided to resource and region treasurer?** |  |

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| **Subcommittee Meeting details:** | **Address:**  | **Day and time:**  |
| **Venue:** |  |  | *Is Skype available?* |
| **Contact** | **Email address** | **Telephone**  | **Date**  |
| **Chair** |  |  |  |
| **Vice Chair** |  |  |  |
| **Treasurer**  |  |  |  |