



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



The Zone 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, Region and Zone Identification

Second, the body of the Zone Chair Report should include any of the following items which are appropriate:

1. Brief information about the **next Zone Meeting** and/or the **most recent Zone Meeting** that you held.
2. Information about any **club visits** and/or **club contacts**.
3. Briefly list any **major club events** or **outstanding projects** that you have observed or that are being planned by clubs in your Zone.
4. Describe any **leadership training** that you have participated in or have planned.
5. Share any specific **concerns** that you may have with a club or clubs within your Zone and **suggestions** you may want to share with the District Cabinet.

Remember that the report need not be overly detailed and could point out highlights of the clubs in your zone.

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