

District Membership Delegate Board Report
(Delegate Name) (Meeting Date) Board Report

Membership/Communication

- Corresponded with _____ District steering committee members
_____ Unit chairs
_____ Members at large
_____ Other HSA members
- Responded to questions and requests for information; _____ e-mails and _____ phone calls.
- Sent out welcome cards to _____ new members.
- Visit to _____ Unit for _____ with _____ attending.
- Communicated with _____ unit chairs for newsletter updates and news from headquarters.
- Recruited _____ new members.
- Continued maintenance for accuracy of membership list.
- Website statistics data (such as open rates, click through, bounce back rates for newsletters).

District Gathering

- Began work, in process, or completed work on the _____ gathering.
- ~~Completed work on the _____ gathering.~~
- Visit to the _____ Unit to meet with planning committee for gathering _____ in attendance.
- Submitted the final accounting for the _____ gathering. (date optional)

Newsletter

- Composed, published, and ~~mailed~~ distributed the district newsletter following the _____ board meeting. Submitted to headquarters for posting to EMMA, website, and to the Board of Directors.
- Distributed _____ copies by mail.
- ~~Savings of \$ _____ to date by utilizing email~~
- Continue to fine tune my e-mail and mailing distribution list.
- Submitted article/other _____ to National newsletter.

Other activities

- Served on the _____ committee.
- Served on Nominating Committee.
- ~~Conducted~~ Participated in _____ phone interviews.
- Presented talk to _____ with _____ in attendance.
- Participated in _____ planning committee (or other national committee).