**VA Area Coordinator’s Report**

(for Coordinators, Liaisons and Committee Chairs)

This template can be used as a guide and does not need to be strictly adhered to. Please adapt according to the needs of the person giving the report.

**Date of Assembly or VAWSC Meeting:**

**Area Coordinator:**

**Name and Email:**

**Informational Items:**

Updates since last meeting

* Actions taken
* Meetings held
* Outcomes, struggles, successes
* Important action items to do or accomplished

**Agenda Items to Add to the Meeting Agenda**

* Any thought force ideas?
* Any issues of concern?
* Any wins or wows that have occurred?