

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?