

## Virginia Area Reporting Matrix

Area Position	Prior to Meeting	Officer's Meeting		Prior to Meeting	VAWSC Meeting		Prior to Meeting	Assembly		Posted on Area Website
		Oral/Written Report at Meeting	Sent After Meeting		Oral/Written Report at Meeting	Sent After Meeting to VAWSC		Oral/Written Report at Meeting	Sent After Meeting to VAWSC	
Delegate		Yes			Yes			Yes		
Alt Delegate		As needed			As needed			As needed		
Area Chair	Agenda's, Minutes	As needed		Agenda's, Minutes	As needed		Agenda, Minutes	As needed		
Alt Area Chair		As needed			As needed			As needed		
Secretary		As needed	Minutes /Reports		As needed	Minutes /Reports		As needed	Minutes /Reports	Minutes /Reports
Treasurer	Report	Yes		Report	Yes		Report	Yes		
Alt Secretary/Treasurer		As needed			As needed			As needed		
Coordinators					Yes			Yes		
Assembly Coordinator					Yes		Registration	Yes	Evaluations	
Website Coordinator					Yes			Yes		Minutes /Reports
Service Center Chairs					Yes			Yes		
Liason's					Yes			Yes		
LRPC Chair					Yes			Yes		
District Reps					Yes		Yes	Yes		Yes