



(SAMPLE ONLY)

REPORT OF [STREAM/DIVISION] – As At [DATE]

Leadership Group:

- Name; location; branch

Membership:

- Current numbers
- Increased or Decreased?
- Plans/activities to increase?

Summary of goals for the year:

- Summarise in bullet point form eg – increase our membership to 200 members

Status/progress of each goal:

- Provide brief summary

Training:

- Requirements identified – provide detail
- Facilitated ? number of seminars/trainings
- Proposed for the coming months/year
- General feedback from members

Key Activities to date:

- Provide detail of Stream activities during the months to date eg
The Stream has contributed, or its members have been involved with, the following activities during the year.
 - *Provided contributions to*
 - *Held ? meetings with associates to discuss*
 - *Presented at ? conference*
 - *Supported ? to achieve*

Anything else the Stream would like to share with Council and the wider membership: