

TO: BOARD OF DIRECTORS, COMMITTEE CHAIRPERSONS, AND  
FEDERATION DELEGATES  
DATE: March 14, 2009  
FROM: FIRST VICE PRESIDENT

All Officers, Chairpersons, and Federation Delegates are to complete a Year End Report which the First Vice President will publish in the Convention Supplement book. These reports allow the membership to see what you have accomplished in your job over the past year.

You have two options for preparing this report:

1. You may submit your report using the attached approved form.
2. You may write and submit your own report using your own style.

The following suggestions may prove helpful in completing this required report:

1. **MEETINGS ATTENDED:** List the meetings you have attended during the past year, such as Post Convention, Fall, Spring, and any other called meetings. Tell whether or not you will be attending this year's convention.
2. **REPORTS/STATEMENTS SUBMITTED:** State if you made a report at any of the meetings and briefly tell what you reported on. State if you have submitted any newspaper articles at the State or Local level concerning State functions.
3. **PROCEDURES COMPLETED:** Explain in detail what you have done to fulfill the duties of your particular job.
4. **EXPENDITURES:** List any expenses your job incurred, even if they were donated.
5. **NEW PROCEDURES INITIATED:** State any new ways you used to do your job better, and explain how they worked.
6. **RECOMMENDATIONS FOR THE FUTURE:** Suggest any ways you may think the procedures should be changed. All suggestions are welcome.

This report needs to be returned to the First Vice President by June 1, 2009. ALSO, a copy of your expenditures should be sent to Michele Long, Budget & Finance, at the address listed at the bottom of the report form by June 1, 2009.

Please consider mailing time when sending your report. All reports must be received by the requested date so that the Supplement Book can be typed and printed in time for Convention. You may also email your report to [susanh@sspom.org](mailto:susanh@sspom.org).

Multiple Blessings,

*Susan Hines*

Susan Hines  
First Vice President, IFMOTC

This form is available and may be completed online at [ifmotc.org](http://ifmotc.org)

INDIANA FEDERATION MOTHERS OF TWINS CLUB  
YEAR END REPORT

NAME \_\_\_\_\_ DATE \_\_\_\_\_

IFMOTC POSITION \_\_\_\_\_

MEETINGS ATTENDED \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

REPORTS AND/OR STATEMENTS SUBMITTED \_\_\_\_\_

\_\_\_\_\_

EXPENDITURES (Please note if donated) \_\_\_\_\_

\_\_\_\_\_

NEW PROCEDURES INITIATED \_\_\_\_\_

\_\_\_\_\_

RECOMMENDATIONS FOR FUTURE \_\_\_\_\_

\_\_\_\_\_

This report may be filled in as above, or hand typed in your own format. Please return the completed report to the 1<sup>st</sup> Vice President by June 1, 2009 (no later, please).

Please return a copy of your expenditures section to the Budget & Finance Chair, Michele Long, by June 1, 2009 (no later, please).

Susan Hines  
1<sup>st</sup> Vice President  
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