



# CHAIRMAN'S REPORT

Year:

Job Title:

## Job Description

Summarize the responsibilities and duties of your position.

## Timeline

### Recurring Monthly Tasks

If your position has regular tasks each month, please list them here.

### Annual Task (by month)

If your position has specific tasks for a particular month, please list them here.

## Budget

### Budget Allocation

Budget as posted on the Treasurer's report or given to you by the President.

### **Actual Budget**

List of expenses charged against the budget.

## **Contacts**

### **NGC Members**

List all NGC members to whom you report or with whom you need to communicate to complete your position successfully.

### **Non-NGC Members**

List all non-NGC members with whom you worked. Include: name, title, company, address, telephone and email.

## **Documents**

Include an electronic copy of any document you created or used in your position.

## **Summary**

What would you change to improve the position that you chaired?