

## **CHAIR REPORT AWSC/ASSEMBLY 5/20-21/2011**

Since the AWSC meeting in March, I have done the following:

- Written my monthly article for the Northern HiLights
- I am in touch with our Delegate frequently for input and in planning for her needs for the Spring Assembly and in planning the agenda
- Am in touch with various Coordinators for information about projects
- Worked with the Membership Outreach Action Committee to complete our project for this Assembly
- Continue to be in touch with the Host Committee to be sure needed equipment will be available, rooms needed for meetings and providing the Committee with the agenda for printing the program
- Send out reminders for Officers and Coordinators to get reports to our Website and to our Area Secretary
- Reminders to those doing presentations for “Hats on for Service”
- Set up for discussion groups and be sure they have chairperson in place with a format.
- Make copies of all worksheets and agendas for AWSC and Assembly
- Bring mailbox, banners and any needed supplies for the weekend

In service,  
Connie D. , Area Chair