

Guidelines for Presenting a Status Report for the District Business Meetings

A Status Report is a summary of answers to questions concerning the nature of plans and programs, problems and solutions. The information included in status reports encompasses such areas as the measurement of progress against objectives and the nature of new opportunities. Such summaries should include three kinds of facts:

1. Major accomplishments since last report
(obstacles overcome, value-added benefits)
2. The significance and implication of the current work
(including dependencies if appropriate)
3. The intended call to action or next steps to complete before next report.

The structure or outline of your report is largely a matter of form in handling the information. There are four steps to an effective status report presentation:

1. State the purpose of the report
2. Explain the nature and scope of the timeframe being covered by the report
3. When covering current activities and next steps, include any findings or conclusions, potential problems and alternatives, and plans or next steps relevant to the points being made in the report.
4. Conclude with recommendations or calls to action needed from the audience to assist your team in completing next steps.

Rehearse your Status Report to keep within **2 minutes**. Division Directors will always present a report on the status, accomplishments, and activities for their Divisions. While not all Committee Chairs will have to present a report during a District Business Meeting, there will be many times where you will be asked by a District officer or Past District Directors/Governors to speak to how your committee is progressing. Consider this the equivalent of the '2 minute speech' that you should always have prepared.

Should you be called upon to present a report at a District Business meeting, there are some guidelines you should know in advance:

- If your report requires additional handouts to support your results, be sure to prepare them in advance and include them with your report when forwarding to the District Administration Manager.
- If you believe visual aids will be of benefit, prepare the appropriate charts, overheads, or slides. Notify the District Administration Manager to make arrangements for the appropriate equipment to be available for your materials.
- Always present a paper copy of your report to the District Administration Manager prior to the start of the business meeting.
- When you are called to the microphone for your report, always begin your report by addressing the District Director and members of the committee or council. For example: "Madame/Mister District Director and members of the District Executive Committee."
- Always conclude your report by transitioning back to the District Director. For example: "Madame/Mister District Director that concludes my report."
- If there are questions from the audience, remember all questions must be directed to the District Director who will address the question or delegate the question to a specific person to respond.
- You will be clapped down at the 2-minute mark. You cannot continue to speak past the 2 minute mark. If you see the timing cards/lights and anticipate your report will need additional time beyond 2 minutes, you must immediately stop and ask the District Director for additional time. For example: "Madame District Director, I would like to request an additional 2 minutes for my report." The District Director must ask for the approval of the committee/council to extend your report time. Assuming the approval is received, the District Director will instruct you to continue your report.