

B. Seminar Committee Chairman Report Form

Complete this form and submit two copies to the seminar chairman postmarked on or before _____ (within 60 days after the close of seminar). Enclose a copy of any printed matter that was used as part of your job. Also, add any suggestions for future seminars, as well as what your job entailed including any duties performed that are not on the job description, and how you handled it. The seminar chairman will compile these reports on a computer file and forward a copy on disc, one to the region seminar/retreat coordinator and one to the next year's seminar chairman.

Seminar Committee Assignment:

Chairman's Name:

Job Description: Outline responsibilities if different from those contained in the RMR Seminar Guidelines.

Expenses:

Procedure followed: (Include timeline and man hours involved)

Recommendations to improve or make the job easier: