

## How To:

### Write a President's Report

A President's Report should include the following information:

- List of Committee Member names and their contribution to the club.
- List of the club's achievements from the preceding year such as:
  - Number of members
  - Events held throughout the year
  - Fundraising activities held
  - Club accomplishments
  - Competition results
  - Club purchases
- Some recommendations for the following year regarding:
  - Events
  - Recruitment of members
  - Marketing techniques e.g. website developments, market days, social media
  - Committee structure