

**The Ontario Band Association**  
**REPORTS/FINAL REPORTS PROCEDURE**

Effective: January 12, 2012

Supercedes: All Others

**PART 1**  
**PURPOSE**

1. The Ontario Band Association (OBA), for a variety of purposes, requires eight (8) reports per year from each member of the executive and board of directors at each duly called Board of Directors meeting, including a summary report to be presented at the Annual General Meeting. The reports provide a summary of the events and issues that were addressed during their term. As well, the reports provide direction and a framework to people who are in the positions in the future. The monthly and final reports should:
  - a. Reflect the Mission Statement, By-Laws, Policies and Procedures of the OBA;
  - b. Provide guidance, suggestions, and recommendations for consumption by Members in addition to the members of the Board of Directors to help move the portfolio forward; and
  - c. Adhere to these guidelines to be considered official documents of the OBA.

**PART 2**  
**SCOPE**

1. The guidelines apply to meeting and final reports submitted to the OBA including those the Executive, members of the Board of Directors, and Positions of Responsibility.

**PART 3**  
**STYLE AND CONTENT**

1. All reports shall:
  - a. be clear and concise;
  - b. not impair the conveyance of information that is either necessary or beneficial to the members and/or to individuals who will hold the position in the future;
  - c. not be confidential in its entirety. If a report is to contain confidential information, a non-confidential report shall also be made available;
  - d. be marked clearly as confidential if a confidential report. All confidential reports and/or sections shall adhere to the same guidelines as non-confidential reports;
  - e. be written in a professional manner using professional language;
  - f. references to individuals acting within specific positions should state the name of the position and not the name of the person;

- g. non-professional language includes, but is not limited to racist, sexist, or potentially offensive language, personal attacks and potentially libellous statements; and,
- h. all reports shall be free of any spelling or grammatical errors.

**PART 4  
FORMAT**

1. All reports shall be submitted in both electronic form (Microsoft Word format, latest version) to the Secretary of the Board and a hard copy at the start of the duly called meeting.
2. In order to maintain consistency, as well as ensure the succession of information, all reports for duly called meetings shall follow, at a minimum, the following structure:

| <b>Section</b> | <b>Topic</b>  | <b>Details</b>   |
|----------------|---|--|
| A              | Meeting Date  | To be used to detail the date and location of the meeting  |
| B              | Portfolio   | Name of the portfolio for identification purposes  |
| C              | Director Name                                       | The name of the director currently responsible for the position  |
| D              | Activities Since Last Report                        | This gives an overview of what has transpired since the conclusion of the last meeting   |
| E              | Action Items Pertaining to this Report for Director | Outline of what items need to be accomplished in the ensuring time by the directors between the next meeting in order to advance the portfolio |
| F              | Action Items Pertaining to this Report for Board    | Outline of what items need to be accomplished in the ensuring time by the board between the next meeting in order to advance the portfolio     |

3. In order to maintain consistency, as well as ensure the succession of information, all yearly reports at the Annual General Meeting shall follow, at a minimum, the following structure:

| <b>Section</b> | <b>Topic</b>          | <b>Details</b>   |
|----------------|-----------------------|--|
| A              | Overview and Calendar | To be used to describe the overall position/portfolio, as well as providing a framework within which you envision the position.  |
| B              | Goals                 | What were the specific goals that you set for your position?   |
| C              | Contacts              | Who were the people that you worked with during your tenure? Provide their name and contact information  |
| D              | Responsibilities      | This area is used to describe the actual “operation” of your portfolio. It should serve as a “How To...” section. Generally this will be further divided into sub-sections. Useful information could include a calendar of events, a task list for completing certain items. |

|   |                      |  |
|---|----------------------|--|
|   | <i>Subsection a:</i> | <u>Problems Encountered:</u><br>List the problems that you encountered during your tenure and suggest (if possible) future solutions.  |
|   | <i>Subsection b:</i> | <u>Recommendations</u><br>Possibly the most important section. Drawing on your experience, suggest recommendations for your successor. |
| E | Resources            | Where resources are located and what they were used for.   |
| F | Budget               | A budgetary breakdown of how much money was allocated, where funds were spent, resources purchased, success, etc.                      |
| G | Conclusion           | Provide any comments.  |

**PART 5  
NON-COMPLIANCE**

1. Failure to adhere to these guidelines shall result in the following sanctions:
  - a. a verbal warning from the President (for monthly reports);
  - b. censure by motion and vote of the Board of Directors (for all reports);
  - c. dismissal from the portfolio (for monthly reports); or
  - d. forfeiture of membership in the OBA (for all reports)

**PART 6  
DEADLINES**

1. The deadlines for reports shall be at least seventy-two (72) hours before the start of the duly called meeting to the Secretary of the Board.

**PART 7  
PROCESS OF APPROVAL**

1. The OBA Board of Directors reserve the right to approve a report in whole or part.

**PART 8  
SIGNATURE AND DATE**

1. Hard copy reports shall bear the author's signature on the final page of the report. Upon approval of the report, the President shall also sign the report before placing it in the OBA central filing system.
2. All reports must contain the date(s) the report was written as well as the year for which the position was held.