

Reporting back to Members

As Lead of your network, it is your responsibility to enable the Organising Team to write a report stating what the Network has done in the last 12 months and a brief summary of what the Organising Team would like to organise for the following 12 months.

This is a great way for the Organising Team to celebrate what your Network has achieved in the previous year. It is your opportunity to engage with members, telling them about key Network highlights and activities and to keep members involved with the Network.

The report should then be circulated in the form of a Newsletter, to all members in the Network. Below you will find a list of all the items you should include in the report.

The Report should include:

- A summary of events and activities delivered by the Network - small and large scale
- Exciting developments within the Network and outline plans for the coming year
- Highlighting links with other organisations, such as local hospitals, partnership
- Financial details of the income and expenditure of the Network, with special reference to any new or particularly successful fundraising events
- Inviting members to send ideas and suggestions for future events via Network email address
- Thank you to all who have supported the Network: this includes members, Medical Advisers and other Health Care Professionals
- Names of Organising Team members and any changes during the previous year
- Inviting members to join the Network as an Organising team member or Local Network Event Volunteer

Keep in mind that this a window to all the great activities and events taking place in your Network so don't lose this opportunity to let members know!

The report is not meant to be a formal document. There is a template available on VR to help with layout and format for the Newsletter. Photos and spotlight features help to make the content more engaging and attractive to readers.