



# IODE Canada *Express News*

## Supporting Primary Officers to Complete Annual Reports

It's that time again to tackle the annual reports. IODE Canada receives the annual reports from all chapters to prepare yearly a record of the total charitable works accomplished by the organization.

At the December National Advisory Committee Meeting, it was recommended that if Primary Chapter Officers had support it could make the difference in the completion and the quality of reports. The following suggestions were offered regarding:

### How primary officers could be supported in the completion of their annual reports.

1. Host a coffee morning where primary officers bring drafts of their annual report to review as a team.  
This helps prevent double counting or missing initiatives; assists those new to their roles; and provides learning and sharing opportunities for all in attendance.
2. Share past annual reports with the current officer.  
This provides content from previous years and models how to fill out the form.
3. Prepare a summary of chapter activities throughout the year as a reminder of all that members have accomplished.
4. Host a Provincial Zoom meeting for primary presidents/officers to discuss annual reports. Provincial president and officers could attend; facilitate the meeting; and answer questions.
5. Prepare a report, by office, (Primary Treasurer) of all financial purchases for the year.  
This may help to ensure all monetary contributions are captured by officers.
6. Send (Primary Secretary) fillable annual report forms by email to each of the primary officers.  
This may help avoid difficulties in downloading from the website.
7. Provide a step-by-step process on how to fill out the annual form electronically and give it to each primary officer.
8. Provide each chapter member a form to record their volunteer hours for submission to the Citizenship Officer.  
This is one way to help the citizenship officer to collect hours.

The Officers of IODE Canada are available to assist and to answer questions at [IODECanada@bellnet.ca](mailto:IODECanada@bellnet.ca)

Founded in 1900, IODE Canada is a national women's charitable organization dedicated to enhancing the quality of life for individuals through education support, community services and citizenship programs.

For more information about our organization and charitable work, please visit our website

[www.IODE.ca](http://www.IODE.ca)



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