Exit Report - Template

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| Name | Kate Eisen |
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| Task/Role | Secretary |

Just leave a section blank if you don’t feel the question applies to your task.

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| Describe your role/task: |

My main roles were to prepare an agenda for each meeting, using the last meeting’s action items as well as input from the chairs. Then I would take minutes during the meetings and post them to the dropbox. I also generally managed the conference gmail account.

We had a standing weekly meeting time (which we changed a couple of times over the year from September to April because of changes in everyone’s schedule), but we found that we didn’t need to meet each week. I typically checked in with everyone over email a few days before our meeting to determine if we needed to meet.

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| What did you wish you had known beforehand? | List important info or decisions you may have to know in order to complete your task/role. For example, you can’t start fundraising until you have a budget. |

If you manage the email account as secretary, responding to individual emails can take a fair amount of time, especially as the conference gets closer. Make sure you stay on top of the emails and budget enough time.

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| Contacts | List the organization/companies/individuals you contacted to complete your task. Would you contact those individuals again? If not, why and do you have suggestions for may have been a better choice? |

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| What worked? | List the things that made your task easier, or resulted in it being a success. |

Having action items in the minutes so that people knew what they had to do for the next meeting. I would send out emails and bold people’s names in the minutes so they could easily find what they had to do.

I think that using gmail for the conference email worked out really well. It meant that we could assign tags to messages, for instance plenary messages got a tag with the plenary contact’s name. This system made it easy to keep messages organized.

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| What didn’t work? | List the things that you would change or do differently to save yourself time/energy/$ if you had to do the task again. |

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| Give a general timeline to completing the task. | Give general dates for around when milestones on your task were completed. You can make suggestions about if you thought you did this too late/too early. |

Completed whenever meetings were to take place.

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| Do you have any online accounts or account information to pass along? | Give id and passwords for account you may have used and the next group could take over (Facebook, Twitter, etc.). |

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| Future Goals | If you could do this task over again, what do you think are reasonable goals that would be achievable? |

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| Other comments | List any other useful information that the previous questions may not have answered. |