Exit Report - Template

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| Name | Felix Beaudry |
| Contact email: | felix.beaudry@mail.utoronto.ca |
| 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: Recording meeting minutes and sending this information out to the committee afterwards. |

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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.  In past years secretaries have compiled the agenda for meetings as well as taken notes. This year we found it useful for the organizers to compile and send out the agenda to the committee as they were most in tune with what needed to be addressed. |

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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?  N/A |

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| What worked? | List the things that made your task easier, or resulted in it being a success.  Initially we started off with meetings every month, but found that our committee was so large that scheduling meetings became challenging. Later in the year we switched to a different system. As the conference day drew near I coordinated newsletters in which I tabulated the progress of each committee and emailed updates to everyone as a centralized document. This meant that we did not have to meet on a regular basis. |

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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.  N/A |

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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.  N/A |

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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.).  N/A |

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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?  I found this task quite easy and would recommend giving this position more responsibility in the future. I did end up helping with other tasks (such as putting conference packages together), but this could be expanded in other years. For example the secretary could help the programming communications team send our receipts to conference participants. |

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