



**Residents Group
Chairperson's Report
Template**

CHAIRPERSON'S REPORT TEMPLATE

Introduction

Brief overview of the year.

The Committee

- Who's currently on the committee. Who left during the year. Who joined.
- How many times the committee met.

Events

What events the committee organised during the year, how they went.

Any events the residents' association had representation at, e.g. consultations.

Key issues

Any issues the committee worked on on behalf of the residents association and the outcomes.

Update on ongoing projects

Future plans of the committee

Invitation for residents to get involved/volunteer

[After the report is delivered give time for attendees to ask questions and give feedback]