The Camping and Caravanning Club

Greenfields House, Westwood Way, Coventry CV4 8JH

Green Paper Number:	**1.5 (version 5)** *please remove version 4*
Subject:	**2011 Annual Report**
To:	**Region and Section Chairmen**
From:	**Director General**
Direct Line No:	**024 7647 5020**

The Club's Annual Report and Accounts will be published in the **October 2012** magazine. The Club's Annual Report, which is the Annual Report of the National Council, has to be compiled and agreed by the National Council at its June meeting. The draft Annual Report goes before the Club's Management Committee at its May meeting.

Over the years the Club has always included reports from Club Regions and Sections/Groups, who report on their activities in the previous financial year i.e., March 2011 to February 2012.

In order for me to compile this annual report, get it proof read, checked for accuracy, and to ensure that it makes sense, it is important that I have your Region or Section/Group report no later than **30 APRIL 2012.**

For some of you this will mean that you will be submitting a report before it has been approved by your Annual General Meeting. This is perfectly acceptable because if for any reason your AGM does not accept your report, amendments can still be made, however, you will appreciate the compiling of the Club's Annual Report needs to be done in good time to allow everyone to read and approve its content.

cont'd over

Copied to:

To National Councillors	✓
To Region Secretaries	✓
To Section Secretaries	✓
To District Association Secretaries	
To Section Area Secretaries	

The Camping and Caravanning Club
The Friendly Club

I would be grateful therefore, if you could let me have your annual report of no more than 200 words no later than 30 April 2012. Reports longer than 200 words will have to be edited and may miss out some very important items that you wish to be included. If possible could you please send your report by e-mail to the following address fiona.roberts@thefriendlyclub.co.uk

Regions and Sections/Groups should refrain from thanking individual members for the work that they carry out on behalf of the Region or Section/Group, as the exclusion of some people's names could give offence. Please also do not include details of the recipients of Club Certificates of Honour and restrict the report to covering only activities.

Any report received after the **30 April 2012** cannot be guaranteed to be included in the Club's Annual Report and I would hate any Region or Section/Group members to feel that they have been deliberately left out due to the fact these reports have not been received at HQ on time.

February 2012