***[Please “Save As....” and then complete this form, so as not to edit the template itself. Easier to edit in the desktop app rather than online – contact Secretary at*** ***secretary@na.org.au*** ***for assistance if needed)***

# SUBCOMMITTEE DETAILS:

Chair:

Vice Chair:

Have you attended an RSC?

How many members does your subcommittee have?

Since the last ARSC how many teleconferences/subcommittee meetings have you held?

What is the average attendance?

Are you in contact with any relevant Area Subcommittee Chairs? If so, please provide details.

# Finances:

Note: Finances are managed by the ARSC Treasurer

**Strategic Planning:**

What Strategic Planning (SP) goals have you achieved since the last ARSC?

What SP goals are you actively working on?

What barriers have you identified in fulfilling SP goals?

**IT Services Update:**

Have there been any outages since the last ARSC? If yes, please provide details of the reason for the outage, how long the outage lasted and the dates.

Were there any security warnings or vulnerabilities that needed to be addressed during the timeframe? Were there any changes in arrangements with any of the IT kit that need to be addressed?

In referencing the various Subcommittee Roles, is there anything to report, any positions that have only one person who can do them or any significant changes to the operating environment? If yes, please provide details.

# Subcommittee Activities and Optional Comments:

What successes have you had?

What struggles have you had?

What are the upcoming projects your subcommittee have planned?

Is there any support or guidance the Region can provide your Subcommittee?

Are there any announcements you would like RCMs to take back to their Area in relation to your Subcommittee?

What has worked well in your Subcommittee and what challenges has your Subcommittee faced?

As the Chair, what has worked well and what challenges have you experienced?

Discussion Topics for the RSC?

Any other comments?

***Please ensure this report is submitted at least 7 DAYS PRIOR***

***to the upcoming ARSC***