OPERATIONAL REPORT  
[ASSOCIATION YEAR]

# Composition

## Association head(s)

Name Surname,  *position*

Name Surname,  *position*

## Formal members

Name Surname,  *potential position*

etc

## Mascots

Name Surname

etc

# Summary of the year

Here you write a summary of what happened in the association during the operational year. Be as detailed or concise as you feel, but be sure to account for events that may be considered important, remarkable, or instructive. The breakdown below is, of course, not relevant for all associations.

## Autumn

I.e.: We started the year by electing members, etc….

## Spring

I.e.: In the spring we had our biggest event, etc…

## Successes

Here you can write about things which went extra well during the year.

## Challenges

Here you can write about the problems or challenges you faced.

# Lessons

Here you can tell us what you/the chapter/the association can learn from this year’s activities. Did you discover, for example, that some particular kind of event was very popular, or extremely difficult to put together, write about this, so future generations know!

I.e..:

* Be creative with PR for elections!
* Do not have sitting events in a park during the winter!

# Closing remarks/acknowledgements

Here you can round it off in a nice way, maybe by thanking the ones you feel deserve it. Good work!