

Thank you to the Secretary's who have shared the following as it is truly to assist the members – your dedication to B2B and your member's is greatly appreciated!

## SECRETARY'S QUARTERLY ATTENDANCE REPORT

In order to better help our members stay on track and be aware of their absences, Secretary's are asked to announce the total number of absences for each member at the end of each quarter. So that all receive the information, it is also suggested that it be added to the Presidents Recap as well.

A courtesy letter of absence notification is found at <https://www.facebook.com/groups/774239082658424/774869475928718/>. This is to be emailed to the member (with a CC to the LT & Regional Team) following their 6<sup>th</sup> absence or when they reach the halfway point of their pro-rated allotment based on joining month for those coming in after January.

At the end of each Quarter tally up the absence totals for each member and announce them at the next meeting. You can put them in categories by *saying "the following members each have 1 absence since the beginning of this quarter"* and then announce the names.

It is our goal to retain strong supportive members to contribute to the overall success of the Group – we thank you for your assistance in keeping your members informed.