

SWE-CM Section Representative File Instructions

Tactical Plan (Goals):

- ✓ Document is updated each year when we receive the Society/Regional Tactical Plan.
- ✓ Objectives are developed and completed based on EC planning and collaboration.

Section Report:

- ✓ Section Report must be submitted to Region D Governor in format requested.
- ✓ SWE-CM template was made to keep formatting consistent with other Section documents, i.e. minutes and committee and event reports.
- ✓ MSWord form document in locked mode based on Section Report online form from FY08.
 - Will be updated as necessary to match current FY report format/content.
 - Notify website coordinator if format/content needs to be updated.
- ✓ May unlock in the Forms toolbar if necessary.
- ✓ The header field and page numbers will update once you save the file with a new name and print preview the document.