

## MDRT Reporting

In addition to regular communication between the Chairs, DVPs and/or Global Council Member, MDRT Staff, as well as between the Executive Committee Liaison, a progress report (written and video) is expected to the Executive Committee by the Global Council Member in accordance with the approved reporting schedule. Committee reports can contribute to decision making discussions. All reports are shared to the full Global Council and Executive Committee.

Reports should include initial expectations, committee progress updates and insights derived from the committee. It is helpful if composers are confined to a well-documented report and supported with facts. Reports which contain many and wide-ranging recommendations, with little or no supporting material, are usually the most difficult to deal with effectively.

A well-written recommendation enables the Executive Committee to weigh considerations and exercise judgment of how the recommendation can be coordinated with MDRT efforts. Recommendations are submitted on a separate uniformed document available from MDRT Staff. Any recommendation that requires funding that has not been budgeted must be submitted to the Finance Committee prior to review by the Executive Committee.

### Reporting Do Nots

- Miss reporting due dates. Create enough time to create drafts, outlines and share.
- Compose with self-serving interest and intentions verses MDRT best interest and intentions.
- Express feelings, opinions and advocate for “hear-say” that is not factual or in agreement with others.
- Appear proactive on the surface but communicate angrily in a subtle or indirect way.
- Over-communicate with too many details.
- Video reports, exceeding 3 minutes. Videos exceeding the limit will be returned.
- Address in written or video, undesirable performance or behavior from any volunteer.
- Change reporting format/template.

### Reporting Do's

- Know your reporting schedule due dates. Submit early and before the due date.
- Share how committee discussions, activities and outcomes are aligned with the organization's objective.
- Consider what you want to say and create an outline. Share your key points up front.
- Clearly state an opinion or feeling with respectful and well-thought-out alternatives.
- State the facts only.
- Ask questions and seek feedback from MDRT Staff, DVP and/or GCM before submitting.
- For video reports, speak slow, clear and concise words.
- Share accolades on higher performing volunteers.