

Preparing an End-of-Term After Action Report (AAR)

Purpose: An After Action Report is written to provide useful information for a successor to maintain continuity and serves as a historical record.

Necessity: After Action Reports at all levels of this ministry are vital. When a woman leaves office, her experience is lost unless she hands off a written record of what she has done. Therefore it is necessary for each board member to provide at least general if not detailed descriptions of her activities. AAR's are mandatory for all PWOC board members at all levels of the organization.

Format: This report can be in the form of a time line, a narrative, or an outline. Samples of both an Activity AAR and an Annual AAR are in the appendix documents of the Regional section of *The Women's Ministry Manual*. Every region is unique, so identify and follow the guidelines set by your Regional President to prepare your AAR's. Write the report in such a way that prospective leaders could understand what to think and do concerning the position and/or project.

Include all relevant information including the following:

- Position title
- Description as written *The Women's Ministry Manual*
- Description as you lived it; include number of volunteer hours
- Key Projects
 - What took place: time, date, location, theme, and schedule
 - How it was planned: planning timetable, funds requested, resources used, publicity, names and duties of others involved, list all points of contact (name, address, phone, map)
 - Results: attendance, spiritual and outreach impact, response to program, what went well, problems encountered
 - Recommendations: Those things that could be changed to improve the project next time
- Problems and or stumbling blocks during the year
- What changes would you like to see; recommendations
- Would you do it again?

Maintenance: AAR's are to be submitted to the board in a time to be included in the position notebook before it is passed to the successor.