

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.

Format:

This report can be in the form of a timeline, a narrative, or an outline. Write the report in such a way that prospective leaders can understand and take into consideration past history concerning the position and/or project.

Include all relevant information including the following:

- Position title
- Description as written in 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 and should be included in the position notebook before it is passed to the successor.