**Progressive** **Record** **of** **Attendance** **Template**

*Guiding instructions (to be deleted): This is an optional, customisable template that a Local Disaster Management Group (LDMG) or District Disaster Management Group (DDMG) can use as a progressive record of attendance for members. Instructions:*

1. *Over the year populate the date column with the month the meetings are to be held*
2. *List Local/District Disaster Management Group members and advisors (organisation names).*
3. *Place a tick in the columns next to the organisation, corresponding to the meetings the representative attended.*

**[Insert LDMG/DDMG Name] [Choose an item] Disaster Management Group**

**Progressive Record of Attendance**

[Insert year] **–** [Insert year]

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Agency** | **Date** | **Date** | **Date** | **Date** | **Date** | **Date** |
| Chairperson/District Disaster Coordinator |       |       |       |       |       |       |
| Deputy Chairperson  |       |       |       |       |       |       |
| Executive Officer (where relevant) |  |  |  |  |  |  |
| Local Disaster Coordinator (where relevant) |       |       |       |       |       |       |
| [Insert organisation name] |       |       |       |       |       |       |
| [Insert organisation name] |       |       |       |       |       |       |
| [Insert organisation name] |       |       |       |       |       |       |
| [Insert organisation name] |       |       |       |       |       |       |
| [Insert organisation name] |       |       |       |       |       |       |
| [Insert organisation name] |       |       |       |       |       |       |
| [Insert organisation name] |       |       |       |       |       |       |
| [Insert organisation name] |       |       |       |       |       |       |
| [Insert organisation name]  |       |       |       |       |       |       |
| **Quorum achieved? (Yes/No)** |       |       |       |       |       |       |