## How to run a volunteer report Last Modified on 08/02/2023 1:30 pm EDT

## 1. From your HBA profile, click "my reports"

	You are all set! You have no action items to complete at this time.	GREATER WASHINGTON METRO HBA Greater Washington Metro - Director at Large, Programming
Membership Directory 🧭		
Membership Auto- Renewal		GREATER WASHINGTON METRO HBA Greater Washington Metro - Engagement committee member
Executive Opportunities		GREATER WASHINGTON METRO
My Reports		HBA Greater Washington Metro - Marketing committee member
Event Setup		
Speaker Agreement Form		FIND MORE OPPORTUNITIES
HBA Corporate Partner Information		
HBA Ambassador Programs	Connect	
Marq	HBA GREATER WASHINGTON METRO NEWS	Ģ

2. Click on REGIONAL LEADERS REPORT or CHAPTER LEADERS REPORT

	CHAPTER LEADERS REPORT		۵
Profile			
8 Membership Auto-Renewal		REGIONAL LEADERS	
A Change Password		REPORT	
🗒 My Company			
🗒 My Invoices			
🚔 My Reports			
苗 My Events			
🚍 Store			
Awards			
Speaker Agreement Form			
WIH Give Back Global Program Survey			

3. From the next page, click the name of your region or chapter to generate the report; it will automatically download

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< Back	By running the reports listed below, you agree to abide by the HBA volunteer acknowledgement policies.	1		
	Global - MX Find (MX-Chapter info for a contact)	- 1		
	Chapter Leaders Report			
	Click on your chapter name below to view a list of all leaders in your chapter. For help with running chapter membership reports, please contact Customer support.			
💄 Profile	Chapter			
₿ Membership Auto-Renewal	Greater Washington Metro			
Change Password				
📕 My Company				
🗮 My Invoices				
🖶 My Reports				
Hy Events				
🚍 Store		5		
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4. The report generated will list all volunteers in our system, including their names, titles, term start and end dates, membership status (lines highlighted in yellow are nonmembers), and chapter

Report Run Date:3/	/3/2022									
on member records are highlighted										
First Name	Last Name	Chapter Title	Email address	Term Start Date	Term End Date	Member?	Expiration Date	Chapter		
		Digital and Technical Operations Coordinator		Feb 5, 2021	Feb 4, 2023	Yes	Dec 31, 2022	Europe Region		
		Director at Large, Membership and Volunteer Engagement		Jan 27, 2021	Feb 15, 2023	Yes	Jan 31, 2022	Lyon		
		Programming committee member		Feb 19, 2021	Feb 19, 2023	No	Jun 30, 2021	Brussels		
		Programming committee member		Sep 1, 2021	Sep 1, 2023	Yes	Apr 30, 2022	Brussels		
		Chapter president		Dec 31, 2021	Dec 31, 2023	Yes	Feb 28, 2022	Milan		
		Chapter president		Dec 31, 2021	Dec 31, 2023	Yes	Jul 31, 2022	Frankfurt		
		Director at Large, Membership and Volunteer Engagement		Feb 5, 2021	Dec 31, 2022	Yes	Dec 31, 2022	London		
		Chapter operations director		Aug 1, 2020	Jul 31, 2022	Yes	Aug 31, 2024	Basel		
		Engagement committee member		Oct 18, 2021	Oct 18, 2023	Yes	Mar 31, 2022	Basel		
		Chapter president		Jun 1, 2018	May 31, 2022	Yes	Dec 31, 2022	London		
		Regional Director, Volunteer Experience Operations and		Jan 1, 2021	Dec 31, 2022	No	Dec 31, 2021	Europe Regior		
		Marketing committee member		Dec 2, 2020	Dec 2, 2022	Yes	Oct 31, 2022	Milan		
		Programming committee member		Jan 19, 2021	Jan 19, 2023	Yes	Nov 30, 2022	Zurich-Zug		
		Operations Support		Dec 31, 2021	Dec 31, 2023	Yes	Sep 30, 2023	Europe Regior		
		Director at Large, Marketing and Communications		Feb 16, 2021	Feb 15, 2023	Yes	Jan 31, 2023	Lyon		
		Regional treasurer		Jan 5, 2022	Jan 30, 2023	Yes	Sep 30, 2023	Europe Region		
ty In Current C	Chapter Officers	Past Chapter Officers 🕀			: •		Made with T	ango.us		