



**Ministry of Education
LANGUAGE TEACHERS' ASSOCIATION OF ZAMBIA**

SECRETARY'S QUARTERLY REPORT FORM

District: **Province:**

Quarter: **Year:**

A. MEMBERSHIP

(i) Individual Members

No.	MEMBERSHIP TYPE	Number of Members by Gender		
		Female	Male	Total
1.	Primary Literacy Teachers			
2.	Secondary School Teachers			
3.	College/University Lecturers			
4.	Pre-Service Students			
5.	Administrators (Deputy Head/ESO etc)			
6.	Retirees			
7.	Total Affiliated Members			

(ii) Institutional Members

Number of Primary Schools

Number of Secondary Schools:

Number of Colleges:

Number of Universities:

Total Number of Language & Literacy Staff:

% No Affiliated:

B. FINANCES

1. Do you have a copy the LATAZ Financial Policy Guidelines?
 Yes No
 If not, visit www.lataz.net/downloads

2. What are the sources of funds for your operations?

Affiliations Participation Fees Donations Fundraising



3. How do you keep the funds you receive?

Association Bank Account Individual Bank Account

Individual Mobile Money Treasurer Keeps the Cash

Comment:

4. How often do you submit affiliation funds to the Provincial Treasurer? (tick applicable)

Weekly Monthly Quarterly Yearly

During Provincial Activities Never

5. How do you account for the funds you receive from various sources?

Give Financial Reports Issue Receipts

Maintain an Update Financial Record All the above

6. What income-generating activities have you embarked on in 2023?

a)

b)

c)

C. ACTIVITIES

7. Pupil Activities

Activity Type	No Planned	Conducted	Not Conducted	Comment
Debates				
Essay Writing				
Reading				
Quiz				
Poetry				
Drama				
Scrabble				

8. Teacher Activities

Activity Type	No Planned	No Conducted	No not Conducted	Comment
Meeting				
Conference				
Seminar				
Workshop				
Webinar				
Research				
Others				



9. Executive Committee Meetings

Meeting Type	No Planned	No Conducted	No not Conducted	Comment
Planning				
Extraordinary				
Virtual				
Face-to-face				
Review				
Total Meetings				

10. Members' Involvement in Special Interest Groups

No	Special Interest Group	No Involved
1)	Business Communications SIG	
2)	Cross-cutting Issues SIG	
3)	Curriculum Development and Innovation SIG	
4)	Inclusive Practices SIG	
5)	Language for Specific Purposes SIG	
6)	Leadership and Management Sig	
7)	Learning Technologies SIG	
8)	Literature SIG	
9)	Materials Development SIG	
10)	Research SIG	
11)	Teacher Development SIG	
12)	Testing and Assessment SIG	

Name of Reporting Secretary:

Contact Number: Email Address:

Signature: Date Submitted: