GUIDE FOR COMMITTEE WRITTEN REPORTS

Committee: ____________________________________________

Date of Meeting: _______________, Time: _______________

Chair: ________________________________________________

Members and Visitors Present: (identify all committee members)

Opening – The first sentence should list all discussion items and topics for the specific meeting.

Body – Should give an overview of the main points of the discussion, including any factual information provided; conclusions, motions, resolutions and recommendations for action. This part of the report should contain only what was agreed upon by the majority of the committee and reference all items to be.

Summary – Should identify and make clear any action to be taken that needs to be ratified by the Executive Committee and/or General Membership. This is the only part of the report that requires a motion for acceptance. Otherwise, after the report is read no motion is required and it can be received for information only.

Signatures: The Chair and the Secretary must sign the report for it to be official.