

■ Committee

WRITTEN REPORTS

Committee :

Date/Time of Meeting :

Chair :

Members and Vistors present :

Identify all committee members

Opening :

The first sentence should list all of the topics and discussion items

Body :

Provide an overview of the main points of discussion, including factual information, conclusions drawn, motions and recommendations or action. Only what was agreed upon by the majority of the committee.

Summary :

Identify and make clear any action 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 Secretary must sign the report for it to be official.

CHAIR

SECRETARY