

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 drawn, 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.