

Standardized Format for Committee Reports

Report Number _____

Name of Committee: _____

Chairperson: _____

Members: _____

I. Priorities

A.

B.

C.

Priorities are normally the position statements that were assigned to the committee. Other priorities may be set by the committee.

II. Actions Taken

A. (Priority A)

B. (Priority B)

C. (Priority C)

List the actions that have already been taken relative to each priority listed in I.

III. Specific Proposals Being Submitted for Board Approval at Voting Sessions

Indicate here the items that need board approval in order to bring work on a given priority to closure. These items should flow from the "Actions Taken" listed above.

IV. Future Needs, Plans, Questions, Challenges