

## ORGANIZATIONAL POLICY

October 7, 2013 (v1.1)

## COMMITTEE REPORTS



Each committee chair must submit a report to the net Board of Directors meeting when there has been activity in the Committee. The purpose of the reports is to let the Board know what is going on in each committee so the Board can fulfill one of their major responsibilities which is “to actively pursue the purposes and objectives of the HSCG.”

Committee reports should be short, but complete, and contain the following information:

- 1) Strategic Plan or Program target(s) and/or goal(s) being worked on
- 2) What has been accomplished since the last Board Meeting.
- 3) Graph(s) of any statistic(s) of the Committee or activity
- 4) Any issues encountered and how they are being handled.
- 5) Objectives and activities planned for the upcoming weeks/
- 6) Any proposals being submitted, in correct format with complete information (see HSCG *Policy Completed Staff Work*). NOTE: In the “Solution” section of the CSW, all motions being made by the Committee must be worded exactly and clearly recognizable within the report (i.e. a different color text and bold)
- 7) Any other additional information.

## SUBMISSION OF REPORTS

Committee Reports should be submitted Board of Directors at least 7 days prior to the meeting in order to allow all Board Members to read the report and formulate any questions they may have prior to the meeting. Reports must be in a format that can be read by all Board Members (.pdf is preferred, but another format is acceptable providing that all Board Members can read it).

## MINUTES

The Committee Reports are attached to and included in the Board of Director’s Meeting Minutes for the meeting (see HSCG Policies *Board Meeting Minutes* and *Corporate Records*).

Approved October 7, 2013  
by the Board of Directors

### History:

October 7, 2013 (v1) Original publication date

May 4, 2018 (v1.1) Minor corrections; remove sample report; reformat