



Committee Reports

October 7, 2013

Each committee chair must submit a report to each Board of Directors meeting. 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 *Completed Staff Work* policy). NOTE: All motions being made must be worded exactly and clearly recognizable within the report (i.e. a different color text and bold)
7. Any other additional information.

Sample Report

A sample report form is attached to this policy as Attachment #1. The content may be cut and pasted into a new document and used as the basis of any Committee Report; the information can be filled into each section.

Submission of Reports

Committee Reports should be uploaded to the file area of the Board of Directors section of Basecamp 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 should be named with the date of the meeting for which they are written and the name of the Committee, i.e. “2009-06-30-Membership”. They must be in a format that can be read by all the other Board Members (.pdf is preferred, but another format is acceptable providing that all Board Members can read it). Reports should be uploaded into the appropriate committee category. In this way current and reports are clearly referenced and can be located easily.

Unless otherwise directed in the meeting, Committee Reports are not read aloud and there is no need for the Chairman to go over the contents verbally.

Minutes

The Committee Reports are attached to and included in the Minutes for the meeting (see the *Corporate Records* policy).

Approved October 7, 2013 by the
Board of Directors

History:

October 7, 2013 Original publication date

Committee Report

Meeting Date: _____

1. **Strategic Plan or Program target(s) and/or goal(s) being worked on:**

2. **Accomplished since the last Board Meeting.**

3. **Graphs Attached:**

4. **Any issues encountered and how they are being handled:**

5. **Objectives and activities for the upcoming weeks/months:**

6. **Any proposals attached:**

7. **Additional Information:**

(Signature)