



# Committee Reports Policy

## Policy Statement

Board Committees shall submit Annual Reports to the Board of Directors, due each year, three weeks in advance of the Board's winter meeting. Having reviewed these reports at its winter meeting, the Board will update the organization's strategic plan annually, during its regular spring meeting

## Recommended Format for Committee Reports

Each Committee's Annual Report should be no more than one page in length (less than 500 words). The Report should contain the following:

- A brief review of any goals that had been in place for the year drawing to a close.
- A description of work that the committee accomplished during the year.
- A list of goals for the coming year.