



Committee Reporting

Every committee should keep a record of its actions¹. They may be called committee minutes or committee reports. Reports should be thorough, but not necessarily as formal as the board's meeting minutes. Be sure to include who was at the meeting, start and end times, a report on the committee's intent, actions and needs (resources).

Committee reports keep the staff and board apprised of progress. Reports maintained in a [perpetual] committee notebook allow future committee chairs to know what progress was made and the rationale for actions.

The attached Committee Report Forms include some proven best practices:

- Allowing committees to submit reports on-line; including drop down menus to facilitate ease.
- Realization that the report is for the benefit of the board of directors, thus reports must be very clear, offering facts and rationale. If the board does *not* understand the request for action or the proposal, there is a possibility that the motion will be sent back to committee or killed.
- Minutes can be taken by anyone at the meeting --- a volunteer director or staff member. It should not be assumed that staff attends to simply take minutes; they offer valuable resources when invited to participate in the meeting.
- Some common elements among the attached forms include: noting the economic impact, describing the action items, requests to schedule time with the board, making sure requests are written as clear Motions.

Two other forms are included:

- Committee Acceptance Form
- 20 Day Report Form (asking the committee to report on PROGRESS *after* about 3 weeks after their meeting)

Thank you to the organizations that shared their forms. Additional association management best-practice kits are archived at www.nonprofitcenter.com.

(1/07)

¹Committees have limited (or no) authority, unless provided by the bylaws, president's charge to the committee, and/or the committee's clearly written purpose statement (mission.) Very few committees have authority to act or enter into contracts on behalf of the organization without specific authority.

COMMITTEE REPORT FORM

Committee name:

Committee members: (please indicate those present at the meeting.)

Date(s) of committee meeting(s):

Issues discussed: (please provide a brief summary of each issue discussed.)

Items requiring discussion at the executive council meeting:

Items requiring action at the executive council meeting: motions for the board to consider:

Other issues:

Submitted by:

Date:

Committee Report Form

Please use this form to report on the activities of your Committee. Make sure to report even if you were unable to attend a meeting (and if possible, please let the Committee chair know if you will be absent prior to the meeting).

- Committee you are reporting on :
- Name of person reporting :
- Date of meeting (mm/dd/yy) :
- Date of the next scheduled meeting (mm/dd/yy) :
- Did you attend the meeting?
-

Briefly Summarize the content of the meeting and its significance on the mission and strategic goals.

Additional input for staff and board of directors.....

I would like to present a report at the next Assembly meeting:

I would like to discuss this meeting with the V.P. of Committees:

Committee Report Form

Report for Board meeting on _____

Submit one copy of this report to the President and Executive Assistant at least two weeks prior to each Board meeting. Keep a copy for your Committee notebook.

Committee: _____

Committee Chair: _____

Committee Members: _____

Committee Charges:

Summary of activities related to the Committee charges:

Items needing Board action: (Complete on an attached sheet.) (Attach motion form for each item to report.)

Circle one: I will make an oral report to the Board. (estimated time needed.)

I will submit a written report.

Date

Submitted by

Committee Report Form

Directions: Each committee should complete one of these forms and return it to the administrator prior to the board meeting, so it can be included in the agenda packet.

Today's date: _____

Committee name: _____

Most recent meeting date: _____

Issue(s) in question:

This committee is:

- ☐ Reporting with no action
- ☐ Recommending board action
- ☐ Recommending policy changes

Background information and possible impact of the issue(s) being studied:

Recommendation for board action, if any (state in the form of a motion to be acted upon by the full board):

Committee-Association Report Form

Please complete this form and bring two copies to the Executive Board Meeting. Give one copy to the Recording Secretary and keep one for your file. If you are unable to attend the meeting, please mail a report to the President prior to the meeting. If your report is computer-generated, please follow this format.

Name of Committee, Local Council, or State Office:

Summary of Activities since last meeting:

Date: _____ **Person Submitting Report:** _____

Please remember that ALL motions must be presented to the President in written form. The Motion Sheets are available on the association's webpage and at the board meetings.

Committee Report Template

Sub-Committee:

Date of Meeting:

Item	Current Position	Recommended Action	Action By	When

COMMITTEE WORKSHEET

Date: _____

Name of Committee: _____

Chairman: _____ Ex officio: _____

Committee members: _____

Type of Committee: _____ Standing _____ Special

Referred motion or subject (include exact wording):

Adhering motions (such as amendments): _____

Authority: _____ With power _____ Without power

Materials/resources required (bylaws, policies, background materials, etc):

Report due:

Coordinate with another committee? _____ Yes _____ No

Committee notes:

Committee Report Form *(On-site at meeting)*

Committee _____ Chair _____

Meeting Date _____ City _____

Committee Members Present:

Goals & Recommendations:

(Immediate - I) (Short Term - S/T) (Long Term - L/T)

1. _____

2. _____

3. _____

Accomplishments:

1. _____

2. _____

3. _____

Comments & Notes to President & Staff:

What is the Economic Impact of the Above Actions, Projects and/or Motions?

Note: Return this report to staff. It will become part of the permanent records of the committee.
Copies will be made and returned to the committee chairman upon request.

Committee Report Form-OnSite

Committee "20 Day Report" Form (3 weeks after meeting)

Committee _____ Chair _____

Please follow-up your committee work by filing this report with staff and sending a copy to the president (and committee liaison if applicable.) It is advisable that you also send copies to your committee members.

Completed Tasks Since Meeting:

Tasks Remaining to Be Accomplished & Action Steps Required:

New Ideas for Your Next Committee Meeting:

Signature _____ Date _____

Return to association staff or chairman by fax or mail, 3 weeks after your committee met.

Comm. ReportForm-20 Days



Committee Acceptance Form

Name: _____

We would like you to accept a position on the _____ Committee. We have an exciting plan of work ahead and know that your input and ideas will be beneficial.

Please indicate your willingness to serve by this date: _____

- ☐ Yes, I accept your invitation to serve on this committee.
- ☐ No, I cannot accept your invitation.
- ☐ Contact me about other resources I can contribute to the committees (i.e. my brother is an attorney, I have contacts at the newspaper, I can contribute limited time to the organizations but not serve on a committee, etc.)

Signature: _____ Date: _____

Special notes or comments about the committee, to the staff or chairman:

Please fax or mail your reply to the chief elected officer or to the association staff as soon as possible. Thank you.