

TSGNA COMMITTEE REPORT FORMAT

(This form is meant to be a guide to assist you as you do your reports throughout the year. The underlined items are the things, which should be included in your report. The items in parenthesis are guidelines. A recommendation would be to enter this format into your computer, so you have it as you need it throughout the year.)

COMMITTEE /: (Name of Committee or Office)
OFFICE

CHAIRPERSON / OFFICER (INCLUDING ADDRESS, E-MAIL ADDRESS, PHONE AND FAX NUMBERS): (Addresses and numbers for Committee Chairperson and Members need to be on the initial report but are not necessary for other reports throughout the year.)

MEMBERS (INCLUDING ADDRESS, E-MAIL ADDRESS, PHONE AND FAX NUMBERS):

PURPOSE: (Define the purpose of your Committee or Office in this area. This information should be included in all reports.)

GOALS: (Outline your goals for the year in the initial report. This information should be included in all reports, so the goals of the Committee or Office are clear.)

PROGRESS TO DATE: (There may not be information in this section on the initial report but should be on the other reports throughout the year.)

ITEMS FOR BOARD ACTION: (This would apply to reports submitted for Board Meetings. If report is informational only, "FYI" could be entered into this area.)

COMMENTS: (Any additional information you have regarding you committee could go into this area.)

SUBMITTED BY

DATE SUBMITTED

(Depending on how much information you have to share, you may be able to get all of your report on one page, however it will probably take two or more pages.)