



[Your Committee's Name] Committee Report
Prepared by: [your name], Chair
Date Submitted:

The [Committee Name] Committee is charged with the following

Basic Function: [In formation is in your committee job description]

Responsibilities: [Information is in your committee job description]

Related Strategic Initiatives: [Found in the Strategic Plan]

Meetings: Please include dates, those who participated, topics and actions.

Accomplishments:

Objectives for the next 3 months:

Next Meeting Date: