

COMMITTEE REPORT

Committee chairs should submit monthly reports to the Staff Council Program Coordinator no later than one week prior to the general/executive board meeting. The reports should include a summary of the monthly committee meeting, including attendance. A financial report should be included when necessary. For instance, the Events Committee would submit documentation for the Annual Spring Egg Hunt. This information will be used to help with monthly reports and to finalize the end of the year report.

Name of Committee: _____

Committee Members Present: _____

Committee Members Absent: _____

(A sign-sheet can be used for attendance)

Date and location of last meeting: _____

Action Items Completed:

- 1.
- 2.
- 3.

Action Items Pending:

- 1.
- 2.
- 3.

Expenses incurred:

- 1.
- 2.
- 3.

Questions for the Board/ Larger Group:

- 1.
- 2.
- 3.

