



2011 COMMITTEE CHAIR REPORT FORM

Thank you for your willingness to serve as a 2011 Committee Chair for our Association. To keep Association Leadership and Directors informed about the activities of your committee, we ask that you complete this form after each committee meeting. If you prefer, you may attend the Board of Directors meeting and deliver your report in person.

Please complete this form and send it to your committee's staff liaison no later than seven (7) days after your meeting. This form will be forwarded to the Board of Directors along with the meeting minutes prepared by your staff liaison. In addition, this form will be given to all committee chairs at the quarterly Committee Chair meeting.

Name: _____ Meeting Date: _____

Committee Name: _____

Significant Committee Actions:

Thank you for submitting this information which will be forwarded to the Board of Directors!

