

SOCIETY POLICY

REPORTS BY SECTORS AND COMMITTEES REPORTING TO THE BOARD OF GOVERNORS

I. PREFACE

- A. By-Law B4.1.4.1 provides, “An Annual Report shall be prepared for the fiscal year ending on June 30.”
- B. By-Law B4.1.9 provides in part, “Each committee shall keep a record of its acts and proceedings and shall report thereon to the Board of Governors whenever requested to do so.”
- C. By-Law B5.1.8 provides, “Periodically, throughout the fiscal year, each sector and each committee reporting to the Board of Governors shall submit to the Executive Director, for delivery to the Board of Governors a written report of its activities.”

II. PURPOSE

To promote uniformity in the content of reports by the Sectors and committees reporting to the Board of Governors.

III. POLICY

- A. Sectors and the committees reporting to the Board of Governors must submit the following information periodically to the Board of Governors
 - 1. Shall submit their Top Key Accomplishments.
 - 2. Shall submit Challenges they face.
 - 3. Shall submit Other Information they wish to report.

IV. PROCEDURE

- A. The reports are included in the agendas of the Board of Governors meetings.
- B. The reports provide content for the Society’s Annual Report.

Responsibility: Committee on Organization and Rules

Adopted: November 21, 1985

Reaffirmed:

Revised: September 17, 1987

(editorial changes 8/88)
(editorial changes 4/89)
June 22, 1989
(editorial changes 2/94)
(editorial change 8/94)
November 16, 1995
March 17, 2001
(editorial changes 6/1/05)
April 19, 2013
(editorial change 6/13)
November 10, 2020