

Instructions for Year End Reporting for Board Members and Committee Chairs

Write your Year-End report using the following format:

- At the top of the page state your name, your role, and the year for which you are reporting
- Board Members - List your Committee Chairs: name of Committee followed by Chair
- Use the following headings to summarize your year
 - Accomplishments – Committees and personal
 - Number of participants (how many active volunteers)
 - Challenges – issues during the year, and any you foresee for the future
 - Outstanding issues or concerns
 - Budget summary (if applicable)
 - Recommendations

Distribution:

- Board Members
 - Send a copy of your report to the President via e-mail by the Sunday prior to the last Board meeting of the Guild year (usually May)
 - Bring two paper copies with you to the Board meeting
- Committee Chairs
 - Send your report to your Board Coordinator by a date and time as instructed by the Coordinator