



## **10.10 Sample Director's Report to the Members**

*Director's reports should include any and all of the following that apply to the year. Ideally, the reports should be maximum one page and use bullet points where appropriate.*

- title
- overview
- regular activities, progress and problems/successes
- special activities and completion status
- proposed initiatives for current year and target completion date (one year or multi-year)
- key issues
- potential challenges
- future goals
- recommendations
- number of meetings, locations
- list of committee members
- thank you to committee members and/or appropriate others
- motion to accept report
- date and signature