

## **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, committees reporting to the Sector Management Committee and committees reporting to the Board of Governors.

#### **III. POLICY**

- A. Sectors and the committees reporting to the Sector Management Committee (SMC) must submit the following information that will be submitted as part of the SMC Report to the Board of Governors at each Board of Governors meeting
  - 1. Shall submit an update highlighting activities it is working on.
  - 2. Shall submit upcoming events/what’s on the horizon
  - 3. Shall submit pertinent updates relevant to the Balanced Scorecard.

- B. Committees Reporting to the Board

Committees reporting to the Board of Governors shall submit a report as defined in its Operation Guide on activities since its last report. Information may include accomplishments, activities, objectives and recommendations.

#### **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:

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