

Sample Committee Report

The purpose of this report is to bring the Board up to date on key committee work and to tie all committee work to NCJW's annual goals and strategic plan. Where necessary, provide background materials or rationale for recommendations to be approved by the Board.

Date:

Committee Name:

Committee Chair(s):

Committee Members:

Goals and objectives for the triennium:

Goals for the fiscal year:

Key tactics established to reach goals:

Please list everything committee has done toward its goals:

Accomplishments planned for the balance of the year:

Items requiring board approval – specific policy recommendations and/or program changes with significant financial impact

Other action or support needed from the board:

Need time on the agenda at the next board meeting: ____ yes ____ no

Next committee meeting:

This report submitted by (name and title):