

COMMITTEE REPORT FORM

(Include in pre-meeting materials to board members before each board meeting.)

Committee Name _____ Chairperson _____

Members' Names _____

Date of Report to Board Meeting _____ Dates of Meetings _____

Issue/s (Describe as briefly as possible, in as much depth as appropriate.)

Solutions (List the two or three most likely options the subcommittee considered, with advantages and disadvantages of each.)

Recommendation/s or Progress Report (Specify which solution is being recommended and why, or date it will be presented.)

Action/s Required by the Board (Define what action is needed by the total board.)

Next Steps