

Committee Reporting Requirements

Committee Chairs are responsible for

1. **AGENDAS** for committee meetings
2. **MINUTES** for committee meetings
3. Verbal **SUMMARY REPORT** for Residents' Council Meeting
4. Written copy of **SUMMARY REPORT** for Residents' Council Secretary

Formatting and Naming Conventions

1. The preferred word processor is Microsoft Word.
2. Left Justified, Calibri 12-point font
3. Naming Standard: YYYYMMDD-committee name-report type-version number. Use the date of the meeting for Example:

20221017-Dining Services-Agenda-v1

20221024-Communications-Minutes-v2

20221106-Resident Life-RC Report-v1

Storage Requirements

1. Committee Chairs keep a copy of all reports to turnover to the next year's chair.
2. Committee Chairs send a digital copy of all final agendas, minutes, and summary reports to the Residents' Council Secretary and Assistant Secretary for storage in Google Docs.

Timing

1. One Week Before Your Committee Meeting

Email **AGENDA** to Committee, Committee Liaisons, and Council Executive Committee

2. Three Days After Your Committee Meeting

A. Email **MINUTES** to Committee Members & Committee Liaisons.

B. Email **MINUTES** to Council Executive Committee (President, Vice President, Secretary, Assistant Secretary, and Treasurer).

3. Power Point Slides for Monthly Residents' Council Meeting

A. The Prepared Standard Slide will indicate:

Committee Name & Chair(s) ►

Date/Time of Next Meeting ►

Location of Next Meeting ►

GROUND'S COMMITTEE
MIKE ROSE, CHAIR
Next meeting
Tuesday, September 27
at 11:00 AM
Brookside Classroom 1

B. If you want an additional Slide Prepare Text for Additional slide(s).

Sample ►►

**Safety and Security
Current Initiatives**

- Encouraging mindful, consistent use of safety pendants
- Actively seeking new members

C. Submit to RC President – By Thursday before RC Meeting

4. Present Verbal Summary Report at Monthly Residents' Council Meeting should focus on:

- A.** Action (Accomplishments)
- B.** Issues
- C.** 100-200 Words Maximum (less than 2 minutes, please)

5. Within 3 Days After Residents' Council Meeting

- A.** Send a copy of the **Written Report/Verbal Presentation** made at the Council meeting to the Council Secretary & Assistant Secretary.
- B.** The Summary Reports are incorporated into the Residents' Council Minutes and become part of the permanent record of Council activities.

6. When received from the RC Secretary:

- A. REVIEW** the Draft Residents' Council Minutes,
- B. SUBMIT CORRECTIONS** to the Secretary & Assistant Secretary within three days of receipt.