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**Annual Report to the Board**

**(Template for chairs, conveners, and unit heads)**

**DUE DATE IF REQUESTING FUNDING: NOVEMBER 1**

**DUE DATE IF NOT REQUESTING FUNDING: NOVEMBER 30**

# Unit name:

# Date submitted:

# Is this unit also submitting a Strategic Initiatives Funding Request?

🞎 Yes 🞎 No

# I. Membership

IA. If this is a committee or task force, list the current members:

*[Name, institution, location, Chair, preferred contact information] [Name, institution, location, member] [Name, institution, location, member]*

IB. If this is Working Group or caucus, list the conveners and give the approximate number of active members:

*[Name, institution, location, preferred contact information]*

# II. Date, time, and location of the unit’s meeting(s) over the past year, at the Annual Meeting or otherwise

[*Provide simple documentation of any meetings of the unit or subset of the unit, in whatever mode and format, e.g., in person, conference call, etc.]*

# III. Attendance at meeting(s) since last report

*[For committees and task forces, list who attended, in full and in part, and who did not attend. For other, larger units, give the number of members who attended.]*

# IV. Report on activities and accomplishments of the past year

*[Provide a brief summary of the unit’s work since your report last November and offer any comments you have. This is the place to offer a descriptive report of the unit’s accomplishments and interactions. Provide an annotated list of goals met and activities undertaken, highlighting those that been a particular focus of attention during the past year. Use a “Work in Progress” list to identify the things your unit had hoped to accomplish, but did not—especially if they are still on your unit’s “to do” list. Feel free to use bulleted lists.]*

# V. Near-Term Plans

*[Outline the unit’s near-term plans, indicating in each case what will count as success—a bulleted list is fine.]*

# VI. Issues (optional)

*[Provide an annotated list of issues that are under consideration and/or that you would particularly like to bring to the attention of the Board.]*

VII. Formal Motion(s) to the Board (Optional)  
*[N.B. Formal motions to the Board are specific policy recommendations that require formal Board action. It is not usual for units to bring motions to the Board (except in the case of task forces and ad hoc committees that have that responsibility as part of their founding charge) since each unit already has a Board charge to govern its actions. For less formal recommendations, see item VIII. If you do wish to propose a motion for consideration, please make sure to supply all the information requested in the space below.]*

VII-A. State the motion here, using the following format: The [Insert name of unit] recommends that. . .

VII-B. Include an explanation of the motion and indicate both why the unit supports it and the degree to which the unit supports it. Informational and supportive documents may be attached as appendices.

VII-C. If you or some other representative of the unit would like to be present at the Thursday Board meeting to support the motion and answer questions, please indicate that (note that the SCE cannot offer any travel subvention to facilitate early arrival).

VIII. Informal Recommendation(s) (Optional)  
*[Recommendations, suggestions, and comments to the Board and Executive Administrator can be offered here.]*

# IX. Appendices

*[Attach any pertinent documentation and list here the subjects of the attached appendices.]*

# Respectfully Submitted,

*[Signature, name printed legibly, role in group (usually chair or convener)]*