

## **Committee Chair Report Guidelines**

The goal of this guideline is to make certain that anyone who steps up and takes on a chair position, whether of a big event or a small committee, has a detailed report from the previous chair of all that was done, when it was done, notes on how the event or committee went, and suggestions for changes.

Please deliver your report to your chairperson (if a large event) two weeks after the event or to the club president at the end of the year if your committee serves all year. All chairs involved with any committee included under the following events/committees should deliver a report no later than 2 weeks after the event closes: Nominating Committee, Grants Committee, Scholarship Committee, Auction, A/C Festival, Fashion Show, Baby Shower, Simple Supper, Joy School, Hope Ball, Welcome Tea. If there were small committees involved in the event, each small committee should deliver to the chairperson her report within two weeks, so the chair can assemble and deliver to the Board. Committees that should deliver reports at the end of the year to the president are: Refreshments, Bereavement, Sunshine, Pennies from Heaven, Ways and Means, Newsletter, Bulletin, Special Projects Support Group, Sister to Sister, Website, Photography, Volunteer List Coordinator, Historian/Archives, Movie and Lunch Bunch, Sip N Chat, Golf Group.

Please place all documents in a 3 ring folder. The project chair (if this is a large event) may choose to divide a large binder into sections, with each section being a committee report. Ways and Means committee, for instance, may have a large binder where each section is a different event such as the Belk sale, Game Day, etc.

All reports should include the following if applicable:

- Allotted budget
- Copies of all receipts (originals get turned in to project chair or treasurer)
- Timeline of everything that must be done, in chronological order (suggest excel) but can be handwritten
- Reflection notes after event on what needs to be improved, what worked well.
- Copies of all team correspondence (including meeting notes and agendas) Include dates.
- Copies of advertisements, letters to businesses, thank you's, etc. (all correspondence)
- A flash drive with all this information should be included as well. (Chairs of large projects can download all cmte chair flashdrives onto one flash drive.)

\*The Board secretary or Historian should probably download all flash drives from any given year onto one cd for the year that serves as a back up file.