

Mid-Year Report – Guidelines SWACUHO Committee Chairs

All reports from committee chairs, state directors and others submitted for the mid-year conference should follow this outline. An email copy of this report should be submitted to the president/exec liaison prior to the mid-year conference for record keeping.

SECTION 1 – Overview:

- A. Point by point list of what SWACUHO related tasks you have been involved with since the annual conference
- B. Listing of discussions & topics had with other committee members (or institutions)
- C. Listing of communication with related institutions (STATE DIRECTORS)
- D. Listing of any changes in your committee area for upcoming conference
- E. Listing of any products produced by your committee since the annual conference (attach supplemental documents if needed)

SECTION 2 – Listing of Committee Members:

- A. List all committee members (both active & non-active), first name, last name and institution - please place asterisk (*) by non-active members
- B. Make special note of any committee members who have been reliable and involved – as they may be candidates for the chair position when your term expires or should you have to leave the position

SECTION 3 – Needs from Executive Board at Mid-Year Conference:

- A. Questions you have related to your committee functions
- B. Approval requests for any new initiative/expense within your committee
- C. Any concerns you may have

SECTION 4 – Budget:

- A. Listing of expenses since annual conference (include future funding needs)

SECTION 5 – Functions at Annual Conference:

- A. Listing of tasks to be performed at annual conference and who will be implementing them
- B. Listing of any topics/focus areas for your committee at annual conference
- C. Other roles at annual conference

SECTION 6 – Committee Goals:

- A. Listing of goals set for your committee area

SECTION 7 – Roles of Committee between Mid-Year and Annual Conference:

- A. Listing of functions your committee will be working on during this period