****

Please Submit to Pres. & VP BEFORE Exec.Comm. Meetings @ 10 AM, 4th Fridays.

*These Reports are Needed to Set the Agenda for All-Member Board Meetings*.

COMMITTEE NAME: Meeting Date:

Committee Chair & Co-Chair:

Committee Members:

Members Present:

1. **Committee Chairs** carefully review the “Committees” section of the most recent, updated VDC Bylaws to understand the functioning of VDC, VDC’s Committees and their interrelationships, respective duties and deadlines. Committee Chairs/Co-chairs are responsible to: a) Ensure effective communication/consensus among all committee’s members, b) Provide timely monthly reports, including committee progress, recommendations and any expenditure or vote requests to the Exec. Committee, and c) Keep the broader membership fully informed/included regarding their work.
2. **No later than October 1 of each year**, Committee Chairs obtain committee consensus to identify/hone 6-month/annual **goals and budgets for the following year**, and submit these via this form to the Exec. Committee for review. Incoming Chairs use these goals and budgets as foundational to guiding their work.
3. Incoming Chairs/Committee members revise items in #2 above as needed, and submit to the Exec. Committee by **February 15,**  with committee consensus to hone and identify any additional goals, and submit related budgets per this form to the Executive Committee for review.
4. **Before February 15** of each year, incoming Committee Chairs have already: a) Selected a Co-Chair, b) Planned ahead and calendared any due dates per the bylaws for their committees, and c) Obtained committee consensus to hone/identify goals and their budget, and submitted these via this form to the Exec. Committee. Following Exec. Committee review, the Treasurer shall submit the annual budget to the membership for review, to be voted on by Professional Members **no later than April 1**.
5. **Please be prepared each month** to submit to the President/VP **3-days prior to Exec. Committee meetings** (4th Fridays at 10am) for Exec. Committee to review your Committee’s: updates/report, any beyond-budget expenses, initiatives and recommendations. *If in doubt regarding whether a Committee issue requires a vote of the membership*, please submit/seek the advice of the Executive Committee at least 3 days prior to their meeting. Your reports help set the monthly all-member VDC Agenda.

**[When You Submit Report, Review & Delete Above CHAIR Instructions/Deadlines!]**

1. **Committee’s Monthly Report?** (*please use bullets – not full sentences/long narratives*)
	1. Agenda (Items from last meeting & may include 6-mo/Annual Goals from below)
	2. Progress on Members’ specific Action Items from last meet.
	3. Action Items *for whom* by when/next meeting (please highlight names of Comm members’ who commit to action items)
	4. Glitches, Input, Votes, any Budget Requests
	5. Agenda Items for Next Meeting that may include Goals from below.
2. **Committee’s 6-month & Annual Goals** (Committee Chairs repeat those of focus at bottom of monthly reports to help keep committee on track.)
3. **Committee’s Annual Budget?** (Helpful to repeat in monthly reports & prepare to add in case we get more money in.)

*Committee Chairs first draft, and then submit reports to Committee Members for input & approval before submitting to Pres & VP. These reports then serve as basis for next comm. meeting agenda.*