

NAACP San Luis Obispo County Branch

GUIDE FOR COMMITTEE WRITTEN REPORTS

Committee: _____

Date of Meeting: _____, **Time:** _____

Chair: _____

Members and Visitors Present: (identify all committee members)

Opening – The first sentence should list all discussion items and topics for the specific meeting.

Body – Should give an overview of the main points of the discussion, including any factual information provided, conclusions drawn, motions, resolutions and recommendations for action. This part of the **report should contain only what was agreed upon by the majority of the committee and reference all** items to be.

Summary – Should identify and make clear any action to be taken that needs to be ratified by the Executive Committee and/or General Membership. This is the only part of the report that requires a motion for acceptance. Otherwise, after the report is read no motion is required and it can be received for information only.

Signatures: The Chair and the Secretary must sign the report for it to be official.