

## **Report Requirements**

*Purpose:*

To outline report requirements for both the AGM and Final reports for all ASC members.

*Policy:*

Criterion:

- The AGM and Final reports shall include:
  - A detailed summary of the year to date including: accomplishments, events, campaigns, committee membership, meeting attendance, rationale for decision making processes, and ongoing projects
  - Successes
  - Obstacles encountered
  - Organizational goals including those completed and ongoing
  - Future recommendations

Deadlines:

- The AGM report shall be submitted to the Executive Director no later than two days prior to the AGM.
- The Final report shall be submitted to the Executive Director no later than one week prior to the final meeting of the ASC.

Length:

- Executive members: The AGM report should be three pages minimum and the Final report should be minimum four pages in length.
- Council members: The AGM report should be one page minimum and the Final report should be one and a half pages minimum in length.