

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.