

# **ANNUAL REPORTS FROM COMMITTEES TO** **MONTHLY MEETING** January 1995

The chart in the Friends Meeting of Washington Handbook's appendix (p. A-2) which gives the schedule for Monthly Meeting for Worship With Concern for Business tells when each committee's report is due. The oral report and the written report are due at the same time.

## **CONTENT**

A one-page report may be enough for most committees, but brevity is not as important as clarity. Included should be:

- Description of activities and concerns of the committee over the preceding twelve months
- Special problems for the committee during the year
- Committee plans for the next year
- Does the committee work with other committees, representatives or organizations? Which ones? How is this work going?
- How is the general "health" of the committee? (number of members, attendance at meetings, stress/workload, etc.) Are there any methods of operation that worked especially well?
- How does the committee feel about its role as expressed in the Handbook? Is it accurate? Is it workable? Is it necessary?

## **PROCESS**

The Committee clerk or clerks oversee the process of writing the report, and usually do it themselves. It is best to seek input from committee members in the process, perhaps during the committee meeting the month before the report is due. If clerkship of the committee has changed during the past twelve months, the previous clerk should be consulted. If the change has been recent, the previous clerk should consider overseeing the writing task.

## **COMPLETION**

The report must be signed by the clerk or clerks who oversaw its writing. It should be turned in to the Meeting Office before the Monthly Meeting agenda meeting, in time for staff to make copies to be handed out to the Monthly Meeting where the oral report is given. An electronic copy is helpful because key elements of the report may be put in the newsletter.

**Report distribution:** Upon receipt, staff makes copies for the Meeting for Business and two copies for clerks. After the Monthly Meeting, two more (acid-free ) copies are made for the Monthly Meeting minutes. One copy each goes to the newsletter, the committee's file, the Records and Handbook Committee, and to the Annual Report binder in the Library. The signed original is part of the permanent records of the Meeting.

## **ANNUAL ORAL REPORT**

The oral portion of the annual report is not a reading or a summary of the written report; instead, it is a brief statement of the committee's current priorities and problems, as well as its plans for the future. Reporting committee clerks expect and welcome questions, comments, and suggestions from Friends at the Meeting for Business.

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