

October 2023

## **Annual Reports to the Board of Directors of UMRA**

Dear \_\_\_\_\_,

Annual reports from committee chairs, special interest group leaders, representatives/liaisons, and officers are intended to enhance UMRA's continuity and operations. As board members and leaders come and go, institutional memory is a challenge. These reports keep UMRA moving forward with predictable and effective service to its members and community.

Importantly, these annual reflections also facilitate thinking about UMRA's progress toward achieving its mission. They help the board become aware of issues, challenges, and successes within UMRA's various activities and interests. The Organizational Continuity Committee reads and summarizes all the reports for the board.

The template below is intended to provide guidance for your report. Each section should be as brief and concise as possible, but you should feel free to add information you feel relevant that does not fit into the template categories. Simply skip any sections not applicable. If the essence of your report is readily known and available elsewhere, i.e. in meeting minutes, simply state where it can be found.

Thank you for your work on behalf of UMRA.

\_\_\_\_\_, *Chair*  
*Organizational Continuity Committee*

*The following template is for use by:*  
**Committee Chairs/Independent Operators**

## UMRA committee annual report

DATE: [date]

TO: Gerald Rinehart, Organizational Continuity Committee Chair (OCC)

FROM: [Name, Title in UMRA ]

RE: Annual Report [Year, Name of the committee or group]

Charge to the Committee (Briefly, one sentence)

[your response here or N/A]

Committee members (include any designated duties)

[your response here or N/A]

Activities (Number of meetings, location, number participating, etc.)

[your response here or N/A]

Focus of activities and key outcomes/accomplishments of this committee this year

[your response here or N/A]

Policy issues or changes over the year? Why?

[your response here or N/A]

Challenges or problems faced/solved? Innovations?

[your response here or N/A]

Suggestions for future chairs/leaders

[your response here or N/A]

What could UMRA leadership do to enhance your committee's work?

[your response here or N/A]

Suggestions for what you and/or the organization you work with could do that would help UMRA move forward?

[your response here or N/A]