

UMRA annual report

October 2023

Annual Reports to the Board of Directors of UMRA

Dear _____,

Annual reports from committee chairs, special interest group leaders, representatives/liasons, 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:

Template Items for board officers

To clarify / identify annual reporting expectations, the UMRA Operating Manual should incorporate annual reporting information in position descriptions.

(References to website updates and maintenance are also necessary.)

- **President—Prepares annual report for UM Provost/President (per UMRA bylaws)**
- **Past President—Prepares Nomination Committee final report; updates on other activities performed**
- **President-Elect—Prepares annual report as Program Committee Chair.**
- **Treasurer—Proposed: Prepares annual report on processes & procedural issues; significant challenges faced or overcome.**

***Secretary--identifies policies adopted, changes in Board operating procedures etc.**

UMRA Officers annual report

DATE: [date]

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

FROM: [Name, Title in UMRA]

RE: Annual Report [Year, Name of the Officer]

Title and duties of the officer

[your response here or N/A]

Key activities/accomplishments (Note where other reports are found i.e. minutes)

[your response here or N/A]

Policy changes related to your position/activities over the year. Why?

[your response here or N/A]

Challenges/problems faced/solved? Innovations?

[your response here or N/A]

Procedural or operational changes made over the year and/or suggestions for change in these areas.

[your response here or N/A]

What could UMRA be doing that would help you?

[your response here or N/A]

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

[your response here or N/A]