

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:
Reps and Liaison

UMRA Representatives & Liaisons annual report

DATE: [date]

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

FROM: [Name, Title in UMRA]

RE: Annual Report [Year, Name of the Representatives & Liaisons]

Purview and focus of the organization

[your response here or N/A]

Link to organization's website and meeting minutes: i.e.

[https://usenate.umn.edu/committees/\[....\]](https://usenate.umn.edu/committees/[....])

[your response here or N/A]

Activities in which you participated (i.e., number of meetings, apedal sessions, etc.)

[your response here or N/A]

Key issues or problems addressed by the organization, particularly those with relevance to UMRA.

[your response here or N/A]

Advice for future liaisons to enhance their engagement in the organization's activities and/or decision making.

[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 the organization you work with could do that would help UMRA move forward?

[your response here or N/A]