Date:   June 12, 2024
To: Liaisons & Representatives
From: Eric Hockert, UMRA President
 Jerry Rinehart, Co-Chair, UMRA Organizational Continuity Committee (OCC)
Re: **UMRA Liaisons & Representatives Annual Reports Overview**

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.

*The following template is for use by:*

**Reps and Liaison**

UMRA Representatives & Liaisons annual report

DATE: [xx/xx/xxxx]

TO: Cathy Lee Gierke, OCC Co-Chair,
 Julia Wallace, UMRA Archivist

FROM: [Name, Title in UMRA ]

RE:Annual Report 2023-24, [Name of the Representatives/Liaisons organization]

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/[....]

[your response here or N/A]

Activities in which you participated (i.e., number of meetings, apecial 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]