

Sample Form - Committee Report Form

(Name of Association)

Date: (Date of report)

Committee: (Name of Committee)

Report submitted by: (Name of Chairperson)

Item #1: (Description of activity)

- **Update:** (Insert the update)
- **Recommendation:** (Insert any recommendations associated with the activity for the Board's consideration.)
- **Action:** (Insert what action should be taken by when)

Item #2: (Description of activity)

- **Update:** (Insert the update)
- **Recommendation:** (Insert any recommendations associated with the activity for the Board's consideration.)
- **Action:** (Insert what action should be taken by when)