

Monthly Committee Report Procedure:

1. Committee Chair submits completed form (with updated committee name and month year in the header and each section of the report filled in) to SC Administrative Officer by the first Monday of every month.
2. The Administrative Officer sends the form to the Executive Committee for review by the Committee during the Speaker's Report.
3. Information on the form shall be reported by the Committee Chair or designate to the Council each month during the monthly meeting.