

GATEWAY COMMUNITY & TECHNICAL COLLEGE

THE ANNUAL REPORT

The Annual Report is a document that summarizes the activity of a certain office or committee for the preceding year. This allows for a smooth transition from one administration to another.

It is to be presented in printed form with an oral review during the Annual Meeting. It may include recommendations which may relate to general policy or proposals for specific action. It is to become a permanent official document and thus shall be formally adopted at the Annual Meeting. It is to be prepared and presented by every Officer and Standing Committee Chair at the Annual Meeting.

The report should be:

1. Brief: listing only facts and specific details.
2. Clear: written in simple language and to the point.
3. Complete: include all fundamental responsibilities and obligations and how carried out.
4. Selective: include only important details that are relevant.
5. Organized: presented by topics or summarized in terms of months.

The report should include:

1. Title of office or committee chair.
2. Dates of service, when office or chair began and terminated.
3. Regular duties of the position and if they were met.
4. Additional assignments within the organization.

The report should be presented:

1. In the third person; I, me, mine etc. are not used.
2. In outline form or using short, factual sentences. Very brief introductory and closing remarks may be included.
3. With the officer or chair's signature, followed by his/her official title.
4. To the secretary as an official report.
5. To all members of the Board.