

COMMITTEE ANNUAL REPORTS

KEY INFORMATION FOR STAFF LIAISONS

- **DUE MAY 1:** Plan your work on the annual report carefully! Leave time for the chair and/or the committee to review, and approve.

- **HOW TO COMPLETE THE FORM**

See Page 2 for detailed information on filling out the form.

- Fill in the blanks! Report on activities since May 1, 2015.
- Obtain chair approval
- Sign the form (digitally)
- Submit the form to jwilliams@mail.michbar.org

- **CONTENT FOR THE FORM**

See page 3 for detailed information on content for the form.

- Report on activities since May 1, 2017
- Consider the following:
 - What types of meetings you had
 - What resources you used in your work
 - What activities your committee organized or participated in
 - What the future goals for the committee are

COMMITTEE ANNUAL REPORT INSTRUCTIONS

Instructions:

1. This fillable form can be saved, and edited at a later date! Just make certain that you know where you saved it, and that versioning numbers are used if more than one person edits, and that the final version is the one submitted.
2. Look what we've done for you! Your jurisdiction and roster are already entered.
3. Some recommendations for keeping text easy to read:
 - a. Meeting descriptions: under 30 words
 - b. Resources section: under 150 words
 - c. Committee activities section: Under 150 words
 - d. Future goals section: Under 850 words
 - e. Other information: Under 700 words
 - f. Do you have far more words than the recommendation? That's okay! Send a separate addendum continuing each section, and make sure that each section requiring an addendum refers the reader to the addendum at the end of the section.
4. We'd like you to indicate on the report, in the new section at the end, whether or not you and your chair(s) have approved the report as finalized. We hope this will help you keep track of where you are in the completion and approval process!
5. Once you and your chair(s) feel that the report is complete, and the approval section filled out, please submit the form.

Thank you for all of your hard work!

COMMITTEE ANNUAL REPORT FORM INFORMATION

REGARDING ADDITIONAL MATERIALS

- **COUNCIL MEETING SCHEDULE:** The Meeting Schedule area is a table created with fields to enter information regarding your committee’s regular business meetings, annual meeting and/or elections. If a meeting took place via teleconference, please enter “teleconference” in the “Location” field.
- **RESOURCES PROVIDED BY THE STATE BAR OF MICHIGAN IN SUPPORT OF COMMITTEE WORK:** Reporting the resources and services of the State Bar of Michigan utilized in your committee’s work allows State Bar staff to analyze which services and benefits to committees are most useful, need adjusting, or are not utilized and should be investigated in order to determine what services are needed to assist committees.
- **COMMITTEE ACTIVITIES (SUGGESTIONS):**
 - **SEMINARS, TRAINING EVENTS, PRESENTATIONS:** Describing activities and seminars can be detailed, or brief. Suggestions for information to include are the date, location, and a minimum of one paragraph describing the event.
 - **AWARDS:** Many committees present awards, honors, or scholarships. The Annual Report is another opportunity to laud the recipients, as well as detail any awards presented to the Committee itself. A description of the history of the award, or why the award is given, is useful.
 - **LEGISLATURE AND POLICY:** A brief description of any such involvement is requested, as this falls under the heading of section activities. Suggested information includes the title of the piece of the bill or court rule, a brief description of the piece of legislation, your section’s vote and ultimate recommendation.
- **FUTURE GOALS AND ACTIVITIES/RECOMMENDATIONS FOR NEXT COUNCIL:** The State Bar and its Board of Commissioners is interested in both the short-term and long-term goals of our committees. This information is also a solid source of guidance for in-coming chairs and new members to understand the vision of the Committee and better allow them to continue the course of the Committee. List your committee’s strengths and weaknesses, key successes and on-going activities that might necessitate continued efforts to fulfill.

OTHER INFORMATION (AND OPTIONAL ADDITIONAL MATERIALS):

- **BUDGET/FINANCIAL REPORT:** Some sections submit fiscal year budget report showing all expenses and any income incurred for the fiscal year being reported. This could be a copy of your section’s annual Treasurer’s Report.
- **SUB-COMMITTEES:** Suggested information includes a description of any sub-committees, chairperson(s), and activities. This information provides a clearer picture of a committee’s work.
- **MEMBERSHIP:** As membership fluctuates, tracking the membership numbers at a set time of year, such as the Annual Report Deadline, can provide a snapshot of changes w/in the Section membership.
- **BYLAWS:** Awareness of Bylaws changes can be critical for understanding a Section’s operation. Suggested information includes the most recent revision date(s) of Bylaws and a brief description of what prompted the change(s). Additionally, if there are any forthcoming changes, this is a good opportunity to summarize plans briefly.
- **PUBLICATIONS:** Providing a list including publication information for articles, journals, newsletters and other written literature about your section and its activities.