

## **Format and Guidelines for Reports to Governing Board**

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### Memorandum

To: Current AFS President

From: Name and AFS subunit affiliation reporting capacity

Subject: (Year) mid-year or annual report to the Governing Board

**Action Requested:** If none, so state. If you are requesting a decision of the Governing Board, state it here. You may include any justification and the consequences of making a yes or no decision. Your committee has been deliberating this action and here is where you sell it to the Governing Board. If further work is needed, you should suggest an appropriate subunit/committee to do it.

**Recommended Motion:** If none, so state. This is one of the most important sections of your report. Word your motion carefully and try to cover any contingencies. Poorly worded motions may cause unnecessary debate and may even cause your motion to fail. If funds are required to carry out the motion, the amount should be included.

**Committee Charge:** This is a re-statement of the charge given to you by the President or taken from the AFS Procedural Manual or Handbook.

**Background:** Include the reasons for this assignment and what you tried to accomplish. Especially important is a review of previous Governing Board debates, discussions, and decisions on this issue. We don't have a long institutional memory and therefore, we need to turn over the same old rocks again, but quickly.

**Findings/Conclusions:** Briefly describe the results of committee deliberations. This can be done with "bullets" or short summary statements.

**Minority View:** Since there is rarely complete consensus on any issue, use this section to summarize the views of dissenting members.

**Funding Source:** If your committee/subunit has suggestions on where money might be found to support the requested action, include them here. If partial funding has already been obtained, so state. This would likely improve your chances of selling your motion. Be creative here, such as those among you who are seeking grants/contracts! Too often, funds are requested and AFS staff instructed to raise them. AFS is not a granting institution and our discretionary funds are usually minimal.