Revised December 2024

Appendix 1

AAVLD Committee Report Form:

Reports due two weeks post annual meeting. Submit your report by using the electronic report form

_____ Committee	_____ Date
_____ Committee chair/cochairs	_____
_____ Nominees for the upcoming chair/cochairs (**Selected Chair/Cochairs here**)	_____ cochair

Committee statement of purpose (mission statement),

Summary Lists:

Significant activities of the past year.

Committee activities during the past year that supported the AAVLD strategic goals.

Items requiring /requesting Executive Board review or financial support (optional).

Committee report narrative (a brief written summary of your annual meeting).

Committee workshops or symposium plans for next year.

Please attach the meeting minutes and attendance record for the AAVLD files. Please follow the instructions in the Committee SOP for document submission uploads.

Note: Newly appointed Chairs (Cochairs) shall submit committee agendas 8 weeks before the annual meeting. Reports and minutes are due an estimated two weeks post the annual meeting. The committee's new membership list is due by January 15th for the President's approval. For submissions, please use the electronic forms provided to the committee chair in **Appendix 4**.

In the attached minutes, use normal body text type font, not header fonts
First line <name of committee>, 2nd line Chair(s) <names>, time of meeting, day, date, location. On the following line, state the number of attendees

Example:
Subcommittee on Antimicrobial Susceptibility
Chairs: Doreene Hyatt and Ching Ching Wu, 1:00-2:00 pm, Friday, October 24, 2008, Greensboro, NC. Number of attendees: 21