



# How to Submit Your Annual APS Report

A quick guide

# Purpose of the Annual Report

- Keeps APS Council informed of scientific issues, committee activities, ideas, etc.
- Allows Councilors-at-Large (CALs) to connect with common interests or proposed activities
- CALs present a summary of committee reports and action items to Council in the fall and provide Council feedback to committees.
- Previous Annual Reports:  
[www.apsnet.org/members/leadership/governance/annualreports/Pages](http://www.apsnet.org/members/leadership/governance/annualreports/Pages)







# Timeline

- APS Staff will send a reminder one month prior
- Reports are due **August 31**
- Failure to submit a report for two consecutive years may result in termination of the committee.
- Manual of Operations Guidelines for General Policy and Subject Matter Committee Chairs:

[www.apsnet.org/members/leadership/governance/MoO/Committees/Pages/GuidlinesforCommittess](http://www.apsnet.org/members/leadership/governance/MoO/Committees/Pages/GuidlinesforCommittess)

# How to Submit Your Annual Report

- Log in to APS website with your credentials
- Online form is located at [www.apsnet.org/\\_layouts/15/apsforms/commreports.aspx](http://www.apsnet.org/_layouts/15/apsforms/commreports.aspx)

APS  
Share |    

### Submit your Annual Report

Name Committee/Board:

Submitted by:

Which of the goals from the APS strategic plan does your group most currently align with? (select all that apply)

Goal 1: Secure the future of APS as a leading source of plant health knowledge dissemination

Goal 2: Strengthen APS a a global professional organization for plant health science

Goal 3: Foster innovative conference strategies to meet member needs and expectations for knowledge exchange and networking

Please provide a brief narrative describing 1) activity associated with the current year's APS meeting and future annual meetings (e.g., special sessions sponsored or cosponsored, committee meetings held, etc.), and 2) activity outside annual meeting, if any (e.g., meetings, workshops, projects, other initiatives): (Maximum 1500 characters)

The next two sections provide opportunity for brief, focused and bulleted points

# Submitting Your Report

- Choose your committee's name from the drop-down box
- Enter name of person submitting report
- Follow each prompt for information required.
- Include your incoming vice chair and chair (no need to include committee members)
- **NEW** committee members can join by completing the online form:  
[www.apsnet.org/\\_layouts/15/apsforms/comminvite](http://www.apsnet.org/_layouts/15/apsforms/comminvite)
- Click submit



- The data from your annual report will be entered into a database of information for action steps to be taken and referenced in the future.
- Any action items will be discussed by Council and a response will be communicated by the appropriate Councilor-at-Large (CAL).





## Questions?

- Online report form:  
[www.apsnet.org/ layouts/15/apsforms/commreports](http://www.apsnet.org/layouts/15/apsforms/commreports)
- General Policy/Subject Matter Committees Staff Liaison:
  - Cindy Scheller at [cscheller@scisoc.org](mailto:cscheller@scisoc.org) or call +1.651.994.3808
- Boards/Offices/Forums Staff Liaison:
  - Linda Schmitt at [lschmitt@scisoc.org](mailto:lschmitt@scisoc.org) or call +1.651.994.3828