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/GuidlinesforCommittees](www.apsnet.org/members/leadership/governance/MoO/Committees/Pages/GuidlinesforCommittees)
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
Submitting Your Report

- Choose your committee name from the drop-down box
- Enter name of person submitting report
- Follow each prompt for information required. *(Note some sections have a max 2500-character count, including spaces)*
- For your committee roster, **NEW** members can complete the online form: www.apsnet.org/_layouts/15/apsforms/comminvite
- **For renewing members**, only include the full name and position they will be serving on the committee (i.e., Vice-chair, Member)
- Click submit

www.apsnet.org/_layouts/15/apsforms/commreports
▪ 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

- General Policy/Subject Matter Committees Staff Liaison:
  - Cindy Scheller at cscheller@scisoc.org or call +1.651.994.3808

- Boards/Offices/Forums Staff Liaison:
  - Linda Schmitt at lschmitt@scisoc.org or call +1.651.994.3828