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
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/GuidelinesforCommittees](www.apsnet.org/members/leadership/governance/MoO/Committees/Pages/GuidelinesforCommittees)
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)
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
- 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

▪ 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