Annual Reports!
(And how to make the most of them)

December 2023

Presented by 2023 Councilors-at-Large (CALs)
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Why are they important?

**Reflect:** they provide a reflection point for you to see what your committee has done in the past year, and where future opportunities lie.

**Opportunities:** they provide a valuable conduit for you to plan for future objectives.

**Needs:** the CALs will read them and convey them to Council for deliberation on how to meet Subject Matter Committee (SMC) needs.

**Membership & engagement:** they help Council keep track of who leadership is for SMCs, and they provide a deadline for electing future leadership.
### What are the types of information needed?

| A look back at the prior year | • What did your committee do at the APS annual meeting?  
• What were your activities leading up to it? (associated with the annual meeting or not) |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| A look forward to the coming year | • Which APS strategic objectives are you focused on for the coming year?  
• What are your general or specific plans to achieve them?  
• What are the expected outcomes for each? |
| Actionable Items: | • What are you planning to do (ex. Host webinars/seminars throughout the year, meet twice during the year, create web content, etc.)  
• How can APS Council help? |
| Incoming Leadership: | • Include incoming vice chair |
Support: how to ask and what kinds are there?

This section is included under **Actionable Items** in the Annual Reports
You can request specific support from APS Council, for example:

**Staff time:** perhaps you need help from a staff member for helping with webinars, promotional materials to advertise something, or recruiting for workshops, special sessions, etc. at the APS annual meeting.

**Actual dollars:** invitations for guest speakers for a workshop outside of the APS annual meeting, travel to different locations required to meet a mission goal

**Liaising with other committees:** Council can help facilitate bringing together of multiple groups to achieve a common goal and promote synergy
Is there anything YOU would like to see added to the report form?
Is there anything the CALs can do to help facilitate the process?
Contacts

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