



SOROPTIMIST
Best for Women

*Soroptimist International
of Port Angeles
PO Box 805
Port Angeles, WA
98362, USA*

Soroptimist International of Port Angeles

_____ Committee

July 2015-June 2016

Date: _____

Committee Members:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Mid Year Report End of Year Report

Respectfully Submitted:

Chair

Instructions:

Your Mid-Year report should summarize the activities of your committee. Some committee chairs are more specific than others. You may want to include a month by month detailed account of what your committee did. How many times you met, what was discussed, any new ideas that haven't been previously done and all decisions you as a committee made. Use your agendas and minutes from your committee meetings to prepare this report.

The Year End report is basically the same as the Mid-Year report, but summarizes the activities for the second half of the year. Continue from where you ended your Mid-Year Report and finish out the year. Be sure to include issues, solutions and tips to help the following Chairs have a successful year with their committee.

The Mid-Year and Year-End reports are imperative to the success of the club. This is our official documentation of activities that our club has completed and provides instruction and direction for the successive committee chairs.