



SOROPTIMIST

Best for Women

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

Soroptimist International of Port Angeles

\_\_\_\_\_ Committee

July 2019-June 2020

Date: \_\_\_\_\_

Committee Members:

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Mid Year Report       End of Year Report

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Respectfully Submitted:

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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.