**XX Committee Report Template**

**Committee Members:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **First Name** | **Last Name** | **E-mail** | **Role** | **Years & Term** |
| xxx | xxx | xxx | Chair | 2018-21, 2nd Term (as example) |
| xxx | xxx | xxx | Chair-Elect | 2020-22, 1st Term |
| xxx | xxx | xxx | Secretary (if applicable) | 2021-23, 2nd Term |
| xxx | xxx | xxx | Member | 2021-23, 1st Term |
| xxx | xxx | xxx | Member | 2020-22, 2nd Term |
| xxx | xxx | xxx | Member | 2019-21, 1st Term |
| xxx | xxx | xxx | Member | 2019-21, 2nd Term |
|  |  |  |  |  |
| xxx | xxx | xxx | Board Liaison (ex officio) | xxx |
| Enrico | Smith | enrico.smith@go-isop.org | N/A | Director of Operations |
| Teresa | Belmont | association.coordinator@go-isop.org | N/A | Association Coordinator |

**Progress or changes including changes in leadership since last report submitted on mm/dd/year and accessible at (here we will provide a link to the report)**:

1. X
2. Y
3. Z
4. ….
   1. A
   2. B
   3. C
   4. ….

**\*Requests for Board consideration**

Insert text or include ‘N/A’

**Submitted by:**

**[insert name], Chair**

**[insert name], Board Liaison**

**Check one option:**

* Consent Agenda (Here we will add a Link for description of the Agenda Consent)
* Request for Discussion

\*A formal notification from the Secretary and Association Coordinator will be communicated to the Chair of the Committee/Group on the Board Decisions on the requests within 10 business days following the BoD meeting at which the requests have been discussed