**NCDA COMMITTEE REPORT FORMAT**

In an MS Word document, include the following information:

**COMMITTEE/COUNCIL NAME (in CAPS)**

**Date of Report**

**Leadership Information**

* List the Chair and Co-Chair from 2021-22 with full contact information and e-mail addresses
* List the anticipated Chair and Co-Chair for 2022-23 with full contact information and e-mail addresses
* List Committee Members (no contact information required)

**Committee Activities to Date**

* List activities in brief bulleted statements
* This list should reflect progress on projects that were outlined on the Annual Plan of Work from last year

**Projected Plan/Work Completed through September 30**

* List board activities or committee/council activities that are not yet started and the plans to complete them
* This list should also reflect planned progress on projects that were outlined on previous Annual Plan of Work

Limit to one to two pages if possible.

Save the document, titling it: (Committee Name) Annual Year Report 2021-22 and submit electronically as an attachment to [dpenn@ncda.org](mailto:dpenn@ncda.org) with a copy to your board liaison by **September 1, 2022**.