

## **FORMAT AND INFORMATION FOR BOARD OF DIRECTORS REPORTS**

Professional Divisions reports to the Board of Directors are required to include the following information.

1. Budget information from the previous and the current years.
2. Membership trends for the last five years.
3. Identify Board of Director's liaison to Division.
4. Composition of Division membership.
5. Technical meeting activities from the prior two years, for the current year, and for two years in the future.
6. Status report on Division's metrics and measures.
7. Copy of current Division newsletter.

Minutes of the Professional Divisions Committee, November 18, 2003. Item 8.

“Reports to Board of Directors. For future meetings, final presentations will be required no later than Tuesday, morning, prior to the PDC meeting. The document and electronic file should be left in the ANS headquarters office set up at the meeting.”

November 2003  
Revised June 2004