All subcommittees of the FSEC are required to submit annual reports each year. The date by which reports has been due has varied from time to time. Annual committee annual reports should be submitted by April 15 of each year to allow time for the reports to be reviewed by FSEC prior to the end of the academic year.

Your annual committee report should include the following information.

- The name of the committee.
- Names of committee members for the year, including designation of officers.
- Dates of committee meetings.
- Brief summary of important decisions and activities.
- Copies of minutes as a complete record of committee activities. This information may be provided as links to the location of minutes posted on the Intranet, or as attachments or appendices.
- Discussion of ongoing initiatives that the committee for the following year should be aware of for the purpose of continuation.
- A committee self-assessment, including any relevant analysis of committee activities, and recommendations for possible areas of improvement for committee operations.
- If the committee is no longer serving a useful purpose, recommendation for the committee to be updated, or disestablished.

Post the draft of annual committee reports, including supporting materials, as a "story" on the committee's Intranet web site. Submit the report by sending a link to the posted draft report to the FSEC Chair.

Upon review by the FSEC Chair and/or the FSEC Committee, the committee chair will be notified regarding any questions about the annual report. If there are no questions, the committee chair will be notified of acceptance of the annual report as written.