***TEMPLATE FOR REPORTS TO COUNCIL***

**ADD YOUR LOGO**

**GSA XXXXX Division Annual Report YEAR**

***Requested Actions and/or Recommendations for Council approval/ratification*** (This should be a bullet point summary list on the front/first page of your report.

* Item 1
* Item 2
* …

***Division Mission***

***Officers***

Chair:

First Vice Chair:

Second Vice Chair:

Secretary/Treasurer:

Past Chair:

***Management Board***

Chair:

First Vice Chair:

Second Vice Chair:

Secretary/treasurer:

Past Chair:

***Committees***

**Program Committee**

Chair:

**Nominating Committee**

Chair:

**Award Committee**

Chair:

**Selection Committee**

Chair:

***JTPC Representatives***

JTPC REP and term

***Membership Information***

***Newsletter and Publications***

**Website:**

***Fundraising and Awareness***

If you know of any

***Financial Summary*** (Lisa Kelley, GSA, has your financials)

Net Assets as of DATE: **$** \_\_\_\_\_\_\_

***Awards and Travel Grants***

***Associated Societies and Partnerships***

If any

***GSA Annual Meeting Activities***

***Lectures or Special Events***

If any

***Business Meeting Summary***

***Incoming Officers***

Chair:

First Vice-Chair:

Second Vice-Chair:

Secretary/Treasurer:

***Emerging Needs***

***Annual Report Submitted By***

***Reporting Period***

***Date Report Submitted***