

VASF AA

BOARD - COMMISSIONER - COMMITTEE PLANS & REPORT FORM

(Add additional objectives and status reports as needed)

Committee: Secretary

Commissioner/Board Position: Leslie Thomas/Secretary

Year (e.g., 2005-06): 2005-06

Committee Members:

N/A

Standard Goal 1: Record and report the official business of VASF AA to the Board of Directors and the membership. (Strategic Plan Reference: Section 1.0)

Objective 1 (*HOW the committee plans to achieve the stated goal*): _____

Status Reports of Objective 1 (*Please report your progress toward achieving the stated goals – this is where the committee provides updates to the Board, including any suggestions or modifications to the goal and/or the Strategic Plan*):

Date: _____
Report: _____

Date: _____
Report: _____

Date: _____
Report: _____

Objective 2 (*HOW the committee plans to achieve the stated goal*): _____

Status Reports of Objective 2 (*Please report your progress toward achieving the stated goals – this is where the committee provides updates to the Board, including any suggestions or modifications to the goal and/or the Strategic Plan*):

Date: _____

Report: _____

Date: _____
Report: _____

Date: _____
Report: _____

Standard Goal 2: Maintain VASFAA Policies and Procedures and related documents. (Strategic Plan Reference: Section 4.4 A (1-4))

Objective 1 (*HOW the committee plans to achieve the stated goal*): _____

Status Reports of Objective 1 (*Please report your progress toward achieving the stated goals – this is where the committee provides updates to the Board, including any suggestions or modifications to the goal and/or the Strategic Plan*):

Date: _____
Report: _____

Date: _____
Report: _____

Date: _____
Report: _____

Objective 2 (*HOW the committee plans to achieve the stated goal*): _____

Status Reports of Objective 2 (*Please report your progress toward achieving the stated goals – this is where the committee provides updates to the Board, including any suggestions or modifications to the goal and/or the Strategic Plan*):

Date: _____
Report: _____

Date: _____

Report: _____

Date: _____

Report: _____

BUDGET

Item *(Broad general categories)*

Cost

Board Approved Amount: \$ _____

Date: _____

(Use separate sheet if necessary.)