



The Links, Incorporated

[Name of Committee]

[Committee Chair]

[Date of Report]

Committee's Charge:

Background: (Committee Work)

Meetings

Attendance of members

Status of assignment: (Discussion of work accomplished or in progress)

The _____ [Name of Committee] reports that....

_____ Indicate Below

_____ This report is given for information only.

Or

_____ Recommendations:

On behalf of the _____ [Name of Committee], I
recommend the following action:

1. _____
2. _____
3. _____

Submitted by:

(The committee chairman may sign the report indicating her title. Or, each member signs the report including the chairman, with no title indicated.)

_____, _____, _____, _____

Submit a copy for the Recording Secretary and President.