**Area XII Committee Instructions**

In order to achieve a more consistent reporting method for State Level and Area Specific Committees, this document will provide instructions to the committee members.

Please complete the Committee information requested at the top of the report document. This must include the Committee name, date of the meeting and names of Committee members present for the meeting.

In the case of State Level Committees, please list the voting member as the Chairperson and the non-voting member as the Reporting Member. In the event that either of these people are missing, please note that they were absent for the meeting.

In the case of Area Specific Committees, please list the designated Chairperson. The committee should select a person to serve as the Recording Secretary for the process of writing minutes and noting any specific actions or recommendations to be taken by the Area at large. In addition, list the committee members as requested on the form. Please note if any of the committee members are absent from the meeting.

It is vital that accurate minutes be taken so that the Committee Report will contain the full breadth of explanations and context of the meeting. Additional report pages are included in the committee folder in the event that more writing space is needed. The back of the document can also be used to write minutes if needed.

The Committee Chairperson will report the results of the meeting to the full Area XII teacher group, make any motions for action and provide explanation or rationale for those motions. When the report is completed, please sign the form and turn the entire folder over to the Area XII Coordinator. If any supporting documents were utilized or distributed at the meeting, please include those documents along with the report and folder.

Thank you very much for agreeing to serve as a committee member for Area XII. The active committee process is essential to our success as an Area and your time and effort is valued and greatly appreciated.