

NAKPEHE OFFICER/COMMITTEE CHAIR REPORT FORM
Progress Report
(Date)

Report #: _

Name of Office/Committee:

Awards

Person Submitting Report:

Steven Frierman

Progress Report/Tasks Completed:

Recommendations for Awards have been unanimously agreed and submitted to Jan. Information for brochures have been received for two of the three award winners. 150 brochures will be completed on 12/28.

Suggestions for Future Plans Related to this Office/Committee

1. Dates/timeline should be set up for all responsibilities bestowed upon Chair by March.
2. Guidelines for making recommendations for award nominees should be discussed.
3. All future chairs should be mentored in as chair in order to be familiar with the actual process and responsibilities of being a committee chair.
4. Some additional responsibilities should be delegated to committee members other than the chair.

Action Required by Board:

Budget Implications: