

NAKPEHE OFFICER/COMMITTEE CHAIR REPORT FORM

Progress Report

January 3, 2009

Report #: 8.2

Name of Office/Committee:

Necrology

Person Submitting Report:

Deborah Buswell

Progress Report/Tasks Completed:

Developed form to be considered for utilization on the NAKPEHE Website

To be discussed at the BOD meeting on January 3rd.

Necrology Information Submission

Often members pass without our knowledge and we don't have an opportunity to mourn this passing or celebrate their accomplishments. We would like the assistance of the membership in insuring that individuals who are members or have been members in the past do not go unnoticed or unrecognized. If you are aware of a colleague's death please complete the following information to the best of your ability and submit it to the NAKPEHE Necrologist. This will assist the Necrologist in gathering information to publish a memorial piece for the *Chronicle*. Thanks you for your assistance.

Name of deceased member

Date of death if known

Affiliations (list know university/college places of employment and dates if known)

Accomplishments (published works, service accomplishments, honors, etc.)

Contact people (anyone who might be able to provide additional information about the deceased member including yourself - please include contact information such as a phone number or email)

Each of these could be insert boxes on the website and the information when submitted would go directly to the current necrologist.

Suggestions for Future Plans Related to this Office/Committee

N/A

Action Required by Board:

N/A

Budget Implications:

None