

Guidance for Preparing Committee Chair Reports
BoT Annual Education and Training Program
October 26th Workshop III (8:45-9:45 am)

To: Gary (Executive and Strategic Planning)
Joyce (Budget and Finance)
Pete/Program Acting Chair (Buildings and Grounds)
Jennifer (Outreach and Marketing)
Dave (Quality Assurance)
Charly (By-Laws and Nominating)

Committee Chairs and fellow Trustees,

WORKSHOP III (Wednesday, October 26th) of our Annual Education Program is entitled “**VVH Strategic Plan Implementation**” and will be coordinated by Dan Vogt, Principal, Berry-Dunn. The second hour of that Workshop (8:45-9:45 am) is labeled “**Committee Chair Reports - Progress on Strategic Goals Implementation**”.

The following guidance is provided to assist Chairs to prepare our Reports. Our Reports should:

- Be limited to **no more than 10 minutes**.
- Identify Committee **accomplishments** [toward achieving the assigned Strategic Initiative(s)].
- Identify any **barriers** to Committee goal achievement.
- Identify **resources** and /or support deemed necessary to more readily implement the Committee’s Initiative(s).
- Identify additional **Actions/Action Steps** which the Committee expects to pursue.
- Consider as a reference the **attached** document “**BoT Committees Mapped to VVH Strategic Plan Goals**”.

Dan Vogt will provide Reports commentary including offering his perspectives on how we Chairs might enhance our “Committee work” to accomplish our Committees’ Strategic Goals.

Thank you for your commitment and service as a VVH Board of Trustee and Committee Chairperson.

Gary

Gary M. De Gasta
Vice President