

## REPORTING TO THE GENERAL BOARD

- I. The report should include:
  - A. The name of the Commission
  - B. The Chairperson's Name and Presiding Officer (if not the Chairperson)
  - C. Listing of General Officer(s) and/or Connectional Officer(s) reporting
  - D. The Organization of the Commission, i.e.
    - Vice Chairperson
    - Secretary\*
    - Assistant Secretary\*
    - Others

\*(One of whom should have typing/computer skills)
  - E. A Summary of actions taken/positions adopted by the Commission. Doesn't need to include Minutes of Commission.
  - F. Recommendations are to be written and read as a part of the report. All recommendations with financial implications will be referred to the Commission on Statistics and Finance for action and concurrence by the Council of Bishops.
  - G. Roster of Commission Members in attendance and those absent should accompany the written report, but the names do not have to be read. Acknowledge the presence of resource persons, special guests, and presenters.

### II. The Draft/Report

The draft should be reviewed by the chairperson prior to final printing and distribution. The secretary(ies) of the Commission is(are) responsible for the report being typed. PC's are available in the Office of the General Secretary and in the Treasurer's Offices for this purpose. A minimum of 200 copies of reports must be printed by 10:00 a.m. on Tuesday for distribution by the Marshals of the General Board.

### III. Sample Format

A sample format is on next page.

SAMPLE

Commission on \_\_\_\_\_ Date \_\_\_\_\_

Chairperson \_\_\_\_\_

Presiding Officer \_\_\_\_\_

General and/or Connectional Officers \_\_\_\_\_

Recorder/Reporter/Secretary \_\_\_\_\_

Actions taken:

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Recommendations

*Note: If recommendations appear in the report of the Department to the General Board, with few or no amendments, reference may be made to the report.*

A. \_\_\_\_\_

B. \_\_\_\_\_

C. \_\_\_\_\_

D. \_\_\_\_\_

E. \_\_\_\_\_

Roll

*Note: Indicate present or absent*