

Annual Report Submission Guidelines and Checklist



Date: June 21, 2019

Each year, all section and committee chairs are asked to submit an annual report. These reports will be compiled in advance of the final House of Delegates meeting of the bar year.

Your report should contain a description of your section or committee's activities over the past year, including as many of the following as applicable: meetings, CLE, publications, legislative efforts, volunteer activities, diversity and inclusion efforts, and other programs and events. Please limit your annual report to four single-spaced pages or less (except in special circumstances) and submit your report to CBAAnnualReports@ctbar.org no later than **May 10, 2019**. Taking minutes at your section or committee meetings creates a helpful resource from which to base your annual report.

Once received, the reports will be reviewed, edited, and compiled for distribution at the final meeting of the current bar year of the House of Delegates.

We recommend that you take notes throughout the year, or refer to meeting minutes, to help make the annual report writing process quick and simple.

Annual Report Submission Checklist

- Limit your report to four single-spaced pages or less (except in special circumstances)
- Submit your report in a Word document
- Include a description of your section or committee's activities over the past year, or any that are expected to occur prior to the end of the bar year, including as many of the following as applicable:
 - Meetings
 - CLE
 - Publications
 - Legislative efforts
 - Volunteer activities
 - Diversity and inclusion efforts
 - Other programs and events
- Submit your report to CBAAnnualReports@ctbar.org no later than **May 11, 2020**.