

## Committee Annual Report Filing

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OSB Policies, Policy 13.100 (f)

Each committee must file an annual report of its activities with the bar by December 1 of each year.

The Annual Report is valuable planning document for the future work of the group and is useful as a way to share ideas between sections and committees. The committee and section reports are compiled in a web-based Annual Report available online at

<https://www.osbar.org/leadership/committees/annualreports.html>.

Committee chairs should use the following template to submit Annual Reports in Word to Member Services ([lstewart@osbar.org](mailto:lstewart@osbar.org)) by December 1 of each year.

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Committee Name:

Prepared by the Chairperson, (insert name)

Activities and accomplishments:

*Briefly describe the committee's activities and accomplishments from the year. Include specific details of how the committee's work speaks to its [charge](#) and furthers the OSB mission to serve justice and the public interest by promoting respect for the rule of law, improving the quality of legal services, and increasing access to justice.*

Matters considered/Matters pending:

*Provide information on all matters considered by the committee and any matters still pending.*

Recommendations for the upcoming year:

*Based on the Committee's charge, indicate any planned activities and goals for the upcoming year.*

Any other comments:

*Include any additional important information.*