**[INSERT YEAR RANGE] Annual Report from the ARMA Technical Committee on**

**[Insert Committee Name here]**

**Executive Summary of Technical Committee (5**0-100 words on purpose of the committee)

**Committee Chair:**

 Name:

 Affiliation:

 Email:

 Telephone:

**Committee Co-Chairs and Officers:** (fill in Table with up to 5 key officers)

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **Affiliation** |
|  1.  |  |  |
|  2.  |  |  |
|  3.  |  |  |
|  4.  |  |  |
|  5.  |  |  |

**Establishment Date:**

**Membership [INSERT YEAR RANGE]:** (list number of active and passive members)

**Technical Activities of [INSERT YEAR RANGE] (**List the technical activities by the committee and provide a 50-150 word description of each activity with information on purpose/goal of activity, number of participants, presentations, outcome/impact of activity, measure of success of activity, etc. These should be activities performed as a group or promoted as an ARMA technical committee event. For example Lecture Series, Technical Sessions/Workshop held at ARMA or other Symposiums, Field trips, workshops, Webinars, Training Courses, Study Group Meetings; White papers, Publications by the **Technical Committee** (*not just individual publication by people on the committee*).

**Goals for** **[INSERT YEAR RANGE]** (Describe your committee’s goal for this reporting period and what progress was made in 100-200 words)

**Goals for [INSERT YEAR RANGE] (**Describe what goals have been established for the next reporting period in 100 words)

**Succession Planning: (**Technical committees are approved on a 3 year basis. Describe, in 100-150 words, plans for continuation or discontinuation of the committee, any proposed changes in the technical topic, chairs, co-chairs, and membership or direction of activities.The ARMA board reviews and approves all renewals of technical committees.

**Communication:** How and how often does your committee communicate to its members?

**Method of Communication:** List the main methods of communication used by your committee such as mailing by hardcopy, emails, printed or electronic magazines, SMS/Text (Including WhatsApp, Viber, etc.), ARMA’s website or other (give website or other relevant information (Magazine title, Facebook page, etc).

**Committee Membership:**  (How do you review membership periodically? Describe your plan for new member recruitment, member retention, etc., award nominations, student involvement).

**Committee Membership:**  (Do you review membership periodically? Do you have a plan for new member recruitment, member retention, etc., award nominations, student involvement)

**Appendix:** (If needed, please place any additional information that you feel is pertinent to the annual review of your technical committee in this Appendix).