

**Policy Title:** Submission of Annual Reports by Board Officers, Committee Chairs, Special Interest Groups and Updating of Website Materials

**Date approved/enacted:** September 26, 2022

**Background/overview:**

Receiving annual reports and updates from key UMRA leaders is essential to efficiency and effectiveness of the organization. Not only do annual reports provide an archival record of the UMRA's activities, they also may contain information and insights that can help other groups within UMRA and the Board of Directors in recognizing significant opportunities and challenges.

Additionally, since the UMRA website is both UMRA's "front door" to the public and its storehouse for critical information regarding current and past activities, it is essential that all web-based information is accurate and up to date.

To ensure that the above information is provided, in June of each year the Organizational Continuity Committee will be responsible for issuing the call for annual reports and updates. The OCC will also be responsible for following up to ensure that by September 1 of each year all reports and updates have been submitted and that appropriate materials have been submitted to University Archives. As it reviews these materials, the OCC will identify issues and ideas that may be relevant to current Board planning and decision making.

**Policy Statement:** Between June 1 and September 1 each year, UMRA officers, committee chairs, and special interest groups will submit annual reports on their activities, and all those responsible for key organizational documents and/or website locations will complete necessary revisions and updates. The Organizational Continuity Committee is responsible for managing and monitoring this activity on behalf of the Board.