Committee Reports and Reporting Checklist

Written Report

☐ Does the report describe major initiatives and/or accomplishments and their impact on the Society since the last report?

☐ Does the report direct Councilors to sources of additional information such as websites, etc.?

☐ Is the report no more than two single-spaced pages, with topic headings where appropriate?

☐ Is the committee planning an oral report? ("Oral reports are presented at meetings of the Council by officers and committees who have submitted written reports that are included in the Council agenda." CPC Policy on Reports to ACS Council)

Oral Report

☐ Does the report highlight major accomplishments that have occurred since the last written report was prepared?

☐ Does the report describe future activities when those activities could significantly impact the membership and/or Society operations?

☐ Does the report convey information that is not available elsewhere or simply chronicle committee activities?

☐ Does the report include any personal references and tributes to individuals? (Personal references and tributes should not be included in committee reports.)

☐ Is the report less than three minutes (two minutes for virtual Council) in duration and less than 450 words in length?

☐ Is the report free of grammatical and spelling errors?

☐ Does the report use visual aids to summarized major points as a way of reducing presentation time?

Use of Visual Aids

☐ Is the report on an ACS PowerPoint template?

☐ Is the presentation in horizontal (landscape) orientation?

☐ Does the presentation use key words to help the audience focus on the content?

☐ Are the slide titles in 24 point? Is the body copy in 18 point?

☐ Are the slides easy to read or too busy?

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