

Instructions and Tips on Verbal Reports

Who should give the report?

In a meeting, a committee report should be given by the Chair or a committee member designated as the reporting member.

What should be in a verbal report?

A verbal report is a brief summary of the important deliberations and actions of your committee to the Steering Committee stays updated on what matters are at hand at any given time. Included in these brief comments should be:

- When and how many times you have met since the last Steering Committee meeting.
- Describe prominent issues and agenda items from these meetings.
- List the conclusions arrived at from the facts or information and share about any action taken. (Voted to move to FS/UC, got a workgroup, etc.)
- List the resolutions or other actions the group is recommending, if any, to the Steering Committee.

When are these reports given?

There is a section of the agenda which gives time for a brief report from each University-Level Standing Committee as well as COGS and ASMSU.