



2022 COMMITTEE TRANSITION DOCUMENT

COMMITTEE:

CHAIR:

Committee Overview & Mission	
Objectives/Strategies	
2021-2022 Accomplishments	

Committee Operations

Committee Structure 1. Number of members 2. Co-Chair 3. Member expertise	
Roles and Responsibilities	
Distribution of Work	
Internal Communication	Indicate how the committee communicates with one another (i.e., bi-monthly committee meetings, email, GroupMe, text messages, etc.)
External Communication	Indicate how the committee communicates to the President, Executive/Planning Committees, Executive Director (i.e., email, conference call, workshops, webinars, videos, etc.)

Ongoing Activities: List and describe all ongoing committee responsibilities including reporting, document review, correspondence, etc.

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Conference Activities: Provide an overview of conference responsibilities inclusive of actions taken before, during, and after the conference.

Black History Month Festival	
Annual Conference	
Other	
Other	

Recommendations: List all recommendations approved and implemented by the committee.

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Documents and Other Resources: List all documents published or developed by the committee and how are the documents obtained (i.e., obtain from Corporate Office, download, EC private page, Branch private page, Member private page, etc.)

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Transition Process

Timing	
Participants	
Outstanding tasks/activities	List any outstanding tasks, activities, upcoming dates, and timelines of importance that the 2023 committee should know (i.e.)