



Interagency Committee of State Employed Women (ICSEW) Procedure

Procedure: 100.2

Procedure Name: Annual Report

PROCEDURE

The business year for the ICSEW is July 1 through June 30. The ICSEW will publish and submit an annual report by July 31 each year. The ICSEW Annual Report shall contain at a minimum the following items:

- Statement of the overall committee goals of the past year
 - Specific actions taken to help achieve committee goals
 - Significant activities from the committee over the past year
 - Status of issues in which the ICSEW has been involved
 - Status of new issues brought to the attention of the ICSEW
 - Annual treasury report
1. Each subcommittee chair (current or outgoing) is responsible to submit a report to the ICSEW chair by the transition meeting held each July. The report shall include at a minimum the following elements:
 - Budget to expenditure report
 - Significant accomplishments
 - Progress toward committee goals
 2. The ICSEW chair (current or outgoing) or designee shall compile subcommittee reports to develop a draft ICSEW annual report and send to the executive board within ten working days of the transition meeting in July.
 3. The ICSEW treasurer (current or outgoing) shall submit a treasury report for inclusion in the annual report within ten working days of the transition meeting in July.
 4. The executive board shall review the draft report and respond to the ICSEW chair within five working days after receipt of the draft report.
 5. The ICSEW chair or designee shall complete a final annual report and submit to the Governor's office by July 31st of each year.

RELEVANT LAWS/RESOURCES

Revised Date: 11/01/2016

Board Approved:

Committee Approved:

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