

Subject: Policy & Procedure Manual	Filename: Sect 5 p17.doc	Effective: Feb. 2003
Approved by: ODHA		Revised: Aug. 2008

**Report of the Officer/Component Trustee
(or Annual Report of ...)
ODHA BOT Meeting
(or ODHA Annual Session/HOD)
Date of meeting**

Each item should reflect what you have done to work towards the objectives and goals of the ODHA Strategic Plan

Identify Goal/ Objective/ Strategy
(explanation of activity)

Action Plan:
(identify action plan and what was accomplished)

Budget:
(money spent and why)

Officers: After listing Goal/Objective/Strategy activities, list job description activities.

Motion: If appropriate

Justification:
(reason for motion)

If no motion is submitted, state "This report is informational only" at the end of the report.

(Name)
(Phone)
(email)