**Template (3)**

**Annual Report Template**

|  |  |  |  |  |  |  |  |
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| **Part 1 – Board of Directors** | | | | | | | |
| Member Data | Held Meetings | | Initiatives/ Projects | | Decisions/ Recommendations | | Risks/Challenges |
| No. | | Name | | Position | | Membership Status | Entity |
| 1 | |  | |  | |  |  |
| 2 | |  | |  | |  |  |
| 3 | |  | |  | |  |  |
| 4 | |  | |  | |  |  |
| 5 | |  | |  | |  |  |
| 6 | |  | |  | |  |  |

|  |  |  |  |  |  |  |  |
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| **Member Data** | **Held Meetings** | | **Initiatives/ Projects** | | **Decisions/ Recommendations** | | **Risks/Challenges** |
| No. | | Meeting Date | | Meeting Venue | | Members Attendance Rate | Periodic/Noncyclic Meeting |
| 1 | |  | |  | |  |  |
| 2 | |  | |  | |  |  |
| 3 | |  | |  | |  |  |
| 4 | |  | |  | |  |  |
| 5 | |  | |  | |  |  |
| 6 | |  | |  | |  |  |
| Copies of Meeting minutes shall be attached | | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Member Data** | **Held Meetings** | | **Initiatives/ Projects** | | **Decisions/ Recommendations** | | **Risks/Challenges** |
| Outlines projects, initiatives and activities undertaken by the Board of Directors throughout the year | | | | | | | |
| No. | | Project/Initiative | | Completion Rate % | | Associated Competence | Reason for non-completion |
| 1 | |  | |  | |  |  |
| 2 | |  | |  | |  |  |
| 3 | |  | |  | |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Member Data** | **Held Meetings** | | **Initiatives/ Projects** | | **Decisions/ Recommendations** | | **Risks/Challenges** |
| Outlines decisions, recommendations, achievements, and other activities undertaken by the Board of Directors throughout the year | | | | | | | |
| No. | | Decision/Recommendation | | Completion Rate % | | Associated Competence | Reason for non-completion |
| 1 | |  | |  | |  |  |
| 2 | |  | |  | |  |  |
| 3 | |  | |  | |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Member Data** | | **Held Meetings** | | **Initiatives/ Projects** | | **Decisions/ Recommendations** | | **Risks/Challenges** |
| No. | Risk/Challenge | | Classification (High-Medium-Low) | | Action Taken | | Subsequent Action | Status (In progress/Executed) |
| 1 |  | |  | |  | |  |  |
| 2 |  | |  | |  | |  |  |
| 3 |  | |  | |  | |  |  |

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| **Part 2 – Board Committees** | | | | | | | |
| List of Committees | Committee Data | Members’ Data | | Tasks and Specializations | Held Meetings | | Decisions/  Recommendations |
| A report shall be prepared per committee, based on the number of established committees | | | | | | | |
| No. | | | Committee | | | Establishment Date | |
| 1 | | |  | | |  | |
| 2 | | |  | | |  | |
| 3 | | |  | | |  | |
| Copies of the establishment decision shall be attached | | | | | | | |

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| --- | --- | --- | --- | --- | --- |
| **List of Committees** | **Committee Data** | **Member Data** | **Tasks and Specializations** | **Held Meetings** | **Decisions/**  **Recommendations** |
| Committee Name | |  |  |  |  |
| Date of Establishment | |  |  |  |  |
| Number of Members | |  |  |  |  |
| Number of Meetings Held | |  |  |  |  |
| Committee Chair | |  |  |  |  |
| Committee Specialization | |  |  |  |  |

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| --- | --- | --- | --- | --- | --- |
| **List of Committees** | **Committee Data** | **Member Data** | **Tasks and Specializations** | **Held Meetings** | **Decisions/**  **Recommendations** |
| No. | | Name | | Membership Status | |
| 1 | |  | |  | |
| 2 | |  | |  | |
| 3 | |  | |  | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **List of Committees** | **Committee Data** | | **Member Data** | **Tasks and Specializations** | | **Held Meetings** | | **Decisions/**  **Recommendations** |
| Outlines the tasks and specializations of the committee, the number of assigned tasks completed, and other information related to the committee’s activities | | | | | | | | |
| No. | | Tasks/Specializations | | | Completion Rate % | | Associated Specialization | |
| 1 | |  | | |  | |  | |
| 2 | |  | | |  | |  | |
| 3 | |  | | |  | |  | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **List of Committees** | **Committee Data** | | **Member Data** | | **Tasks and Specializations** | | **Held Meetings** | **Decisions/**  **Recommendations** | |
| No. | | Meeting Date | | Meeting Venue | | Members Attendance Rate | | | Periodic/Noncyclic Meeting |
| 1 | | |  | | | |  | | |
| 2 | | |  | | | |  | | |
| 3 | | |  | | | |  | | |
| Copies of Meeting Minutes shall be attached | | | | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **List of Committees** | **Committee Data** | | **Member Data** | **Tasks and Specializations** | | **Held Meetings** | | **Decisions/**  **Recommendations** |
| Outlines the committee’s decisions and recommendations ns of the committee, the number of assigned tasks completed, and other information related to the committee’s activities | | | | | | | | |
| No. | | Decisions/Recommendations | | | Completion Rate % | | Associated Specialization | |
| 1 | |  | | |  | |  | |
| 2 | |  | | |  | |  | |
| 3 | |  | | |  | |  | |