**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 |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 |  |  |  |  |  |

|  |
| --- |
| **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  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 |  |  |  |