

## AWCBC All Committees Meeting Report Out Guidelines

### Allotted Time

Each Committee Chair/Co-Chair should plan for approximately 10 minutes to present their report.

### Guidelines

Here are some guidelines as to what areas you might highlight as you describe your committee's activities and progress. The objective is to have some consistency in the level of detail provided by each group and to facilitate the identification of emerging issues and possible cross collaboration among AWCBC Committees.

<b>Mandate</b>	<i>Same as updated workplan – any changes?</i>
<b>Nature of Committee</b>	<i>What is the general composition of the group? Does the committee meet during the year? If so, what is the format and how often?</i>
<b>Initiatives Undertaken in the Last Year</b>	<i>Give a brief description of key initiatives, focusing on their goals and progress. What collaboration tools/methods do you use? What outcome has seen the most value added?</i>
<b>New Initiatives on 2016 Work Plan</b>	<i>Outline the discussions over the past few days and the work planned for the coming year.</i>
<b>Emerging Issues</b>	<i>What are the emerging issues impacting or potentially impacting your discipline? Are there local issues impacting business? Are there national issues bubbling up that you would like to bring to the attention of AWCBC Executive Committee and/or where you would like input from them?</i>
<b>Opportunities for Cross Collaboration with other AWCBC Committees</b>	<i>Are there any cross over issues that would benefit from discussions with other committees? Is there value in bringing in a guest speaker and/or arranging a teleconference in the coming months or setting up an inter disciplinary subcommittee to address common issues and holistic solutions?</i>