



# Rho Phi Chapter Committee Report

Committee Name:

Chairman Name:

Reporting Period:

Note: Report must be submitted by required deadline to be included in the monthly business meeting

- Appoint members, establish goals, objectives and tasks
- Full Board Meeting Progress Report
- Midyear Board Meeting Progress Report
- Progress Report
- Annual Conference Report

**Please List Major Activities or Goals Achieved Since Last Report:**

**Anticipated Action In The Interim:**

**Additional Comments And/Or Suggestions**

Submitted By:

Date Submitted: