

APPENDIX E: Committee Annual Plan + Report

Year in Review 2017 + Year Ahead 2018

Please return by November 1, 2017

Committee Name	
Committee Purpose	
Committee Mission Statement	
Contact Information	Website/blog
	Facebook
	Twitter
	Etc.
Date Submitted	

Chair

Name	
AIA Member Number	
Email	
Phone	
Role of Position (Chair)	
Term	

Co-Chair

Name	
AIA Member Number	
Email	
Phone	
Role of Position (Co-Chair)	
Term	

Secretary/Communications (optional)

Name	
AIA Member Number	
Email	
Phone	
Role of Position (Secretary)	
Term	

What is your plan for effective leadership succession?

Member Committees should provide at least 4 events per year (presentation, continuing education class, social events, networking events, tours, press/call for submissions, etc.), that are open to all AIA Seattle members. These events should demonstrate and support AIA Seattle's Strategic Plan.

What events did your committee provide last year?

Previous Year Event 1

Title:
Actual Date:
Event Type:
Description:
Actual Budget:
Actual Attendance:
Summary of Event Outcomes:

Previous Year Event 2

Title:
Actual Date:
Event Type:
Description:
Actual Budget:
Actual Attendance:
Summary of Event Outcomes:

Previous Year Event 3

Title:
Actual Date:
Event Type:
Description:
Actual Budget:
Actual Attendance:
Summary of Event Outcomes:

Previous Year Event 4

Title:
Actual Date:
Event Type:
Description:
Actual Budget:
Actual Attendance:
Summary of Event Outcomes:

Other Previous Years' Events:

What events does your committee have planned for the coming year?

Quarter 1: January – March

Quarter 2: April – June

Quarter 3: July – September

Quarter 4: October – December

Event 1

Title/Working Title:
Projected Date (or Quarter):
Description:
Projected Budget:
Attendance Goal:
Committee Partnership(s):
Outreach Efforts:

Event 2

Title/Working Title:
Projected Date (or Quarter):
Description:
Projected Budget:
Attendance Goal:
Committee Partnership(s):
Outreach Efforts:

Event 3

Title/Working Title:
Projected Date (or Quarter):
Description:
Projected Budget:
Attendance Goal:
Committee Partnership(s):
Outreach Efforts:

Event 4

Title/Working Title:
Projected Date (or Quarter):
Description:
Projected Budget:
Attendance Goal:
Committee Partnership(s):
Outreach Efforts:

Other Events:

What is your plan for attracting and welcoming new committee participants this year?