

ADEA Section and Special Interest Group Annual Report Template

Name of Section/SIG:

Name of Councilor submitting report:

Email address of Councilor submitting report:

Mission statement of the Section/SIG:

Date of Submission:

Report Year: (e.g., March 2016 to March 2017)

1. Goals

Indicate your Section/SIG goals for this past year, and provide information about the progress in achieving your goals.

2. Activities

In this section, summarize activities and projects of your Section or SIG during the past year. Take this opportunity to highlight innovative activities and projects. Note projects with a national scope, and collaborative work with other sections and SIGs, organizations, and institutions. All of these activities will be evaluated as a whole to assess the engagement of the entire Section or SIG.

1. Annual Program and Members Forum

1.1 Provide information regarding program submission including the title, any collaborations and if there was acceptance by the ADEA ASPC.

1.2 Provide details for accepted programs, including attendance estimates, whether program goals were met, summary of evaluations, comments from program, and actions to be followed up on next year.

1.3 Include minutes from the Members Forum, written in a professional format and including number attended, and confirm that minutes were shared with your Section/SIG members via the Listserv.

2. Communications

2.1 Provide strategies for continuous communication with Section/SIG membership, which can include newsletters, social media, ADEA Listserv, conference calls, etc., which you had during the year. This is an important component of the evaluation and should be a strategic goal for your group.

3. External Activities, Collaborations, Special Assignments and Projects

3.1 Provide information about other regional or national meetings in which your members participated that contributed to your Section/SIG and ADEA. These can include specialty organization meetings, perhaps with an educational component.

3.2 List any intra-council or external collaboration in which the Section/SIG members participated. Include any special assignments (e.g., ADEA committees and task forces, ADEA LIAA, MedEd Portal, iCollaborative, ADEA weTeach, CODA, committees).

3.3 Provide a list and brief description of any projects initiated on behalf of the Section/SIG (e.g., Project Pool and other projects).

3.4 List members' publications, program presentations (including at the Fall meetings), and participation in ADEA volunteer activities (e.g., student poster judging or ADEA awards committees, reference committees, Project Pool or Program Fund committee).

4. Goals for the coming year

4.1 Provide any upcoming goals that have been set by the Section/SIG officers to be achieved within the next year.

5. Comments for the ADEA Council of Sections Administrative Board

5.1 Provide feedback, concerns, comments and suggestions to the ADEA COS Administrative Board that you would like to have addressed.