**Delta Sigma Theta Sorority, Inc.**

**Fayetteville Alumnae Chapter**

Executive Board Reporting Form

Note:  Please submit reports electronically to Soror Sharon McNair, Recording Secretary, FAC.RecordingSec@gmail.com, and attach your completed form by the THIRD Tuesday of the month by 6:00 P.M.

Committee Name:                         Date:

Submitted by:

Report Items Requiring a Vote or Discussion during the Meeting:

|  |  |
| --- | --- |
| Motion to be presented | Purpose of the motion |
|  |  |

Calendar updates (committee meetings, program activities):

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Date | Location | Other pertinent information |
|  |  |  |  |

Do you need to be on the agenda for the upcoming Chapter meeting?

YES NO

Monthly Committee Report Summary (brief):