



# Annual Reports!

(And how to make the most of them)

December 2023

**Presented by 2023 Councilors-at-Large (CALs)**

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# Why are they important?

**Reflect:** they provide a reflection point for you to see what your committee has done in the past year, and where future opportunities lie

**Opportunities:** they provide a valuable conduit for you to plan for future objectives

**Needs:** the CALs will read them and convey them to Council for deliberation on how to meet Subject Matter Committee (SMC) needs

**Membership & engagement:** they help Council keep track of who leadership is for SMCs, and they provide a deadline for electing future leadership

# What are the types of information needed?

## A look back at the prior year

- What did your committee do at the APS annual meeting?
- What were your activities leading up to it? (associated with the annual meeting or not)

## A look forward to the coming year

- Which APS strategic objectives are you focused on for the coming year?
- What are your general or specific plans to achieve them?
- What are the expected outcomes for each?

## Actionable Items:

- What are you planning to do (ex. Host webinars/seminars throughout the year, meet twice during the year, create web content, etc.)
- How can APS Council help?

## Incoming Leadership:

- Include incoming vice chair

# Support: how to ask and what kinds are there?

This section is included under **Actionable Items** in the Annual Reports  
You can request specific support from APS Council, for example:



**Staff time:** perhaps you need help from a staff member for helping with webinars, promotional materials to advertise something, or recruiting for workshops, special sessions, etc. at the APS annual meeting.



**Actual dollars:** invitations for guest speakers for a workshop outside of the APS annual meeting, travel to different locations required to meet a mission goal



**Liaising with other committees:** Council can help facilitate bringing together of multiple groups to achieve a common goal and promote synergy

Is there  
anything **YOU**  
would like to  
see added to  
the report form?



**Is there  
anything the  
CALs can do to  
help facilitate  
the process?**



# Contacts

## 2023 Councilors-at-Large

- **Sydney Everhart** [everhart@uconn.edu](mailto:everhart@uconn.edu) (through July 31, 2024)
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## APS Staff Liaisons

- **Linda Schmitt** (annual reports, awards, leadership training, governance)  
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- **Dominika Kuzlak-Swanson** (Committee Connections, Zoom scheduling, Shared Drive requests)  
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