

Standardized Format for use by ARRL Board Committees in Submitting Reports to the Board

Report of the Committee:

Date:

1. Task, or Objectives, of the Committee

Here, spell out what it is that the Committee is attempting to accomplish.

2. References

List the pertinent Board motion or other authority that established the task being performed by the Committee.

3. Summary of Conclusions

Summarize the conclusions that the Committee has reached, i.e., this should be a thumbnail sketch of the results of the Committee study.

4. Committee's Formal Report

This section would be a detailed summary of what the Committee did from start to finish, what evidence led to the adoption of its recommendations, what philosophies were involved, and so forth.

Signature of Chairman

List names of all committee members