

PACTS-UKHS Committee

Directions for Committee Work Group

1. Identify previous committee members.
2. Complete the committee membership roster form.
3. Identify a temporary coordinator for the committee.
4. Select a reporter who will record minutes of the committee's meeting and prepare a brief report on the committee discussion, plans and proposed activities for 2014.
5. Discuss and develop a general plan of activities for the year.
6. Set goals for 2014 and a timeline/calendar for committee work.
7. At the end of the meeting please give us the committee membership roster form. A copy of the form will be emailed to each member of the committee.
8. The reporter should email a copy of the minutes or record of the committee's discussion and plans or a copy of the report from the committee's reporter.

4/12/2014