

Committee Chairman Report Form

Committee: _____ Chairman: _____ Date: _____

Directions: Fill out this report each week and give it to the Lt. Commander. Please turn it in within 48 hours of the committee meeting.

Members Present

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Tasks Delegated & Brothers Responsible

Business Discussed

Items to Report/Questions to Ask at Chapter Meeting

Additional Notes