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**Committee Final Report**

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| **Committee** | **Year** | **Chair(s) name, email and phone** |
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**Committee Gmail account user name and password:**

**Committee’s primary files and supplies location(s):**

**Budget**

1. Was your committee budget adequate for the needs? If not, how would you change it?
2. Did you have any significant unexpected expenses? If yes, please explain.
3. Do you have any requests for special purchases related to the committee that may not be within your budget?
4. Have you discussed next year’s budget with the treasurer?

**Accomplishments, Goals, Ideas, Needs, Etc.**

1. Please comment on your committee’s productivity – things that worked, didn’t work, etc.
2. Suggestions for improvements:
3. How many committee members do you feel are necessary to make your committee successful?
4. Did you find your job descriptions, notebooks, files, etc. adequate?
5. Have you made additions and/or changes this year to your job or committee description? If yes, describe the changes.
6. What resources have you found most helpful in accomplishing your committee’s objectives?
7. Did you receive the support or assistance you needed from the Volunteer Coordinator and PSO leaders?
8. How can the PSO do a better job of supporting/assisting you and your committee?
9. Would you be willing to chair this committee next year?

**Please note your primary tasks: (attach additional sheets or your committee to-do list if you have one)**

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| Fall | Winter | Spring |
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What are good tips, lessons learned, ideas for future chairs, etc. that you would like to pass along:

**Thank you for your valuable feedback and contribution to the Mary Woodward PSO**