Committee Name Annual Report: YEAR

Date: Date

Submitted by: Name, usually the chair

Current terms of reference: link to all TOR can be found here: <https://mednet.med.ubc.ca/AboutUs/AdminAndGoverningBodies/Committees/Pages/default.aspx>

# Highlights from the Past Year

*Summarize highlights from the past year, focusing on notable actions/decisions taken by the committee and results of those actions/decisions. Use this as an opportunity to link the committee’s work to the Faculty’s strategic objectives:* [*http://stratplan.med.ubc.ca/*](http://stratplan.med.ubc.ca/)

# Goals for the Coming Year

*Identify goals/topics on which the committee will focus in the coming year. These should also link to the Faculty’s strategic objectives:* [*http://stratplan.med.ubc.ca/*](http://stratplan.med.ubc.ca/)

# Meetings Held

Text in italics describes the content that should go into each section. Complete each section and delete the italicised text when you no longer need the descriptions.

SAVE THIS FILE AS A NEW DOCUMENT AND DELETE THIS BOX BEFORE EDITING

*List the dates of meetings held*

# Current Membership

*List current members.*