**Process Documentation – SRC reports**

**February 3, 2022**

1. **Committee reports**
	1. Most of content for report comes from Committee work
	2. Committee Chairs should be proactive about reaching out to MRC for updates on projects where Committees partner w/MRC
		1. Request should come w/enough time to do it and a deadline for when it is needed
		2. Request should be specific
	3. Report should cover what happened between last time the Committee reported to date of meeting at which the Committee will report
		1. **Example 1:** Executive Committee Report for February 3, 2022 - Committee report should include update on progress of any work that occurred between Jan 6, 2022 (the last Exec Comm. Meeting) and Feb 2, 2022.
		2. **Example 2:**  SRC Quarterly Committee Reports for March 24, 2022 - Committee report should include update on progress of any work that occurred between December 16, 2021 (the last SRC Quarterly meeting) and March 23, 2022.
	4. Reports should include any questions or feedback the Committees would like to discuss with the full SRC.
	5. If nothing has happened, then the report should include what the Committee plans to do as next steps.
		1. Example: *The CSNA Committee did not meeting during the month of January. However, we have been working on [briefly describe work on RFR and review of 2020 results]. At our next meeting on [date of meeting], we plan to [ briefly describe what you will discuss/do]*)
2. **Annual Reports** should be a compilation of the highlights from these committee reports.