**SOCIETY FOR RANGE MANAGEMENT COMMITTEE ANNUAL REPORT & ROSTER**

**Committee Report Submission Procedure**

**• PLEASE USE ELECTRONIC FORMAT OF THIS FILE**. Do not submit a hard copy.  
File can be downloaded from: <https://rangelands.org/srm-committee-report-roster-form-submittal/>

**• RENAME** file with Committee Name and date *(e.g., “SRM Committee Report(Nominations)Feb20XX.docx”)*

**• COMPLETE & UPLOAD** to<https://rangelands.org/srm-committee-report-roster-form-submittal/> **by March 15**

**• After uploading the report form,** a copy will be emailed to the submitter, the SRM EVP (Jess Peterson - [EVP@rangelands.org](mailto:EVP@rangelands.org)) and Director of Office Services (office@rangelands.org):

|  |
| --- |
| **Committee Name:** Click here to enter name. **Date:** *Select Date* |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Past Year Committee Chair(s): *Information Required* | | | | | |
| *Name*: |  | ***Start****(Mon-Yr):* |  | ***End****(Mon-Yr):* |  |
| *Email:* |  | *Affiliation****:*** |  | | |
| *Second name if committee has co-chairs* | | | | | |
| *Name*: |  | ***Start****(Mon-Yr):* |  | ***End****(Mon-Yr):* |  |
| *Email:* |  | *Affiliation****:*** |  | | |
|  | | | | | |
| Current/Upcoming Year Committee Chair(s): *Information Required*   |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | *Name:* | |  | | *Start (Mon-Yr):* | |  | *End (Mon-Yr):* |  | | | *Email:* | |  | | *Affiliation****:*** | |  | | | |   *Second name if committee has co-chairs*   |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | *Name:* | |  | | *Start (Mon-Yr):* | |  | *End (Mon-Yr):* |  | | | *Email:* |  | | *Affiliation****:*** | |  | | | | | | | | | |
| Current/Upcoming Year Committee Chair- Elect(s): *Information Required* | | | | | |
| *Name*: |  | ***Start****(Mon-Yr):* |  | ***End****(Mon-Yr):* |  |
| *Email:* |  | *Affiliation****:*** |  | | |
| *Second name if committee has co-chairs* | | | | | |
| *Name*: |  | ***Start****(Mon-Yr):* |  | ***End****(Mon-Yr):* |  |
| *Email:* |  | *Affiliation****:*** |  | | |
|  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **People attending Committee Meeting:** *(“TAB” to add lines.)* | | | |
| *Name*: |  | *Name*: |  |
| *Name*: |  | *Name*: |  |
| *Name*: |  | *Name*: |  |
| *Name*: |  | *Name*: |  |
| *Name*: |  | *Name*: |  |
| *Name*: |  | *Name*: |  |
| *Name*: |  | *Name*: |  |
| *Name*: |  | *Name*: |  |
| *Name*: |  | *Name*: |  |
| *Name*: |  | *Name*: |  |
| *Name*: |  | *Name*: |  |
| *Name*: |  | *Name*: |  |

**Committee Report - Final deadline March 15**

|  |
| --- |
| **Progress Report for Current Report Year:** *Please list your Committee's work/accomplishments to date Narrative/Bullet items. If your committee was funded this past year,please provide a progress report on expenditure of funds. Enter below – box will expand as needed.* |
|  |

|  |
| --- |
| **Planned Activities for Upcoming Year - Narrative/Bullet items:** *Please list your Committee's planned work/accomplishments for the upcoming year-Narrative/Bullet items. Enter below – box will expand as needed.* |
|  |

|  |
| --- |
| **Items for BOD consideration (including any requested critical dates/deadlines):**  ***Action & Process on Requested Items:*** *Please outline direct Board action requests. During the span of the year, if you haven’t heard back regarding your request for BoD action, please check with your BoD rep to get a status report on your requested items. The BoD rep is tasked to report back with any updates or follow-up items. Enter below – box will expand as needed.* |
|  |

|  |
| --- |
| **Funding Requests:** *Please state funding needs and/or requests, including any suggested potential revenue or matching sources. A reminder that SRM's Fiscal Year (FY) is August 1 - July 31. All funds MUST be used during the FY. NO CARRYOVER IS ALLOWED FROM ONE FY TO THE NEXT.) Enter below – box will expand as needed.* |
| **A. Needs/Objectives/Actions *You may wish to list project elements and their proposed costs in case SRM can fund only a portion of the request*:**  **B. Justification *How will this benefit the Society and/or rangelands*:**  **C. Potential revenue or matching sources:**  **D. Total of amount of funding requested from SRM:** |

**A final report of fiscal year funding is due on July 31 and the request for this information (and form for you to complete) will be sent to committee chairs by SRM staff on July 1.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Roster of Committee Members. *This information is required for Administrative Committees and may apply for open committees.*  *Note: SRM Section is not required but helpful.* | | | | | | | |
| *Member Name:* |  | ***Start****(Mon-Yr):* |  | ***End****(Mon-Yr):* | |  | |
| *Section:* | | | | | | | |
| *Member Name:* |  | ***Start****(Mon-Yr):* |  | ***End****(Mon-Yr):* | |  | |
| *Section:* | | | | | | | |
| *Member Name:* |  | ***Start****(Mon-Yr):* |  | ***End****(Mon-Yr):* | |  | |
| *Section:* | | | | | | | |
| *Member Name:* |  | ***Start****(Mon-Yr):* |  | ***End****(Mon-Yr):* | |  | |
| *Section:* | | | | | | | |
| *Member Name:* |  | ***Start****(Mon-Yr):* |  | ***End****(Mon-Yr):* | |  | |
| *Section:* | | | | | | | |
| *Member Name:* |  | ***Start****(Mon-Yr):* |  | ***End****(Mon-Yr):* | |  | |
| *Section* | | | | | | | |
| *Member Name:* |  | ***Start****(Mon-Yr):* |  | ***End****(Mon-Yr):* | |  | |
| *Section:* | | | | | | | |
| *Member Name:* |  | ***Start****(Mon-Yr):* |  | ***End****(Mon-Yr):* | |  | |
| *Section:* | | | | | | | |
| *Member Name:* |  | ***Start****(Mon-Yr):* |  | ***End****(Mon-Yr):* | |  | |
| *Section:* | | | | | | | |
| *Member Name:* |  | ***Start****(Mon-Yr):* |  | | ***End****(Mon-Yr):* | |  |
| *Section:* | | | | | | | |
| Additional Committee Roster Related Notes or Comments: *Please list any notes/comments you’d like us to know regarding your Committee's roster/membership. Please be concise. Enter below – box will expand as needed.* | | | | | | | |
|  | | | | | | | |

|  |  |
| --- | --- |
| Report Submitted by: | |
| *Name*: | ***Email****:* |
| *Officer or role on committee:* | |
|  | |

Attach other relevant or necessary information to the end of this file, or upload as a separate file when you submit this report at: <https://rangelands.org/srm-committee-report-roster-form-submittal/>.