

Preparation and Presentation of Annual Report

Purpose *To ensure that an Annual Report is prepared and presented at each Annual General Meeting of the Association.*

Policy Statement *The Board of Directors will prepare the Annual Report on the operation of ASC.*

Binder(s):	Board					Page:	1 of 1
Section(s):	Board of Directors	A	95-04-19	R/R	98-01-07	R	01-03-22
Program Area(s):		R/R	Feb. 24/05	R	Jan 31/08	R	Nov 2/12
		R	Jun 28/18				

Preparation and Presentation of Annual Report

1. The Annual Report will include, but not be limited to:
 - a) President's report
 - b) Executive Director's report
 - c) Committee Reports
 - d) Audited financial statement as stated in By-Law 1060-5c

2. In preparation for the Annual Meeting the Board, together with Administration, will determine who will be responsible to prepare and present the reports.

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