

# Semiannual Report Guidelines for Council Organizations

## Instructions

- 1) Submit one report for your organization **via email** to [council@aao.org](mailto:council@aao.org).
- 2) Submit your report **no later than Sept. 1.**
- 3) Reports will be included in the Q3 Council Newsletter

## Semiannual Report TEMPLATE

**Organization Name:**

**Councilor(s):** List names of councilors

### A. Describe the impacts of COVID-19 to your society

- Address challenges, impacts to membership or meetings, etc. Include any changes you implemented to overcome these challenges.

#### 1. Governmental Activities

Examples: Lobbying efforts, legal actions, regulatory issues, political action (PAC), legislative meetings

- List activities in bullet form

#### 2. Socioeconomic Activities

Examples: Third-party payer liaison and reimbursement issues, managed care advocacy

- List activities in bullet form

#### 3. Public Service Activities and EyeCare America Activities

Examples: Diabetes or glaucoma initiatives, patient screening, National Eye Care Month

- List activities in bullet form

#### 4. Membership Activities

Examples: Member-recruitment programs, newsletters, journal

- List activities in bullet form

### **5. Annual Meeting and Educational Activities**

Examples: Clinical and scientific session, symposium, workshops, speakers. Address meetings canceled, postponed or converted to virtual due to COVID-19.

- List activities in bullet form

### **6. Other Activities** (not mentioned elsewhere)

- List activities in bullet form

### **7. Major Initiatives for the Year**

- List initiatives in bullet form