

Semiannual Report Guidelines for Council Organizations

Instructions

- 1) Submit one report for each organization **via email only** (no fax or mail submissions) to council@ao.org.
- 2) If you have additional information (e.g., pamphlets, brochures, etc.), bring copies to distribute at your regional meeting.
- 3) Submit brief comments in bullet style format. Comments from councilors evaluating previous meetings indicate that they appreciate brief descriptions.
- 4) Reports received after the Sept. 1 deadline **cannot** be included in the agenda book.

Semiannual Report TEMPLATE

Organization Name:

Councilor(s): List names of councilors

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

- 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

8. Recommended Issues for Discussion at the Upcoming Council Meeting.

- List at least TWO topics you would like to see discussed during the upcoming Council Meeting:

9. 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.