**Houston Alumnae Panhellenic Association (HAPA)**

**ANNUAL REPORTS**

**2019-2020**

**(This form is available on the web site at: www.houston-panhellenic.org / FORMS menu Or, by contacting Connie Zieba at: ladybug@gokeoki.com.)**

* **Three (3) printed copies are due at the APRIL 30Joint Board Meeting.**
* **One (1) electronic copy, in WORD, is due one week before, on APRIL 23.**
* **Please email to the President, Connie Zieba at:** **ladybug@gokeoki.com****.**

**PURPOSE OF THIS REPORT:**

1. Your annual report will provide a useful tool to help in the transition with the 2020-2021 Board Member who will be taking your office or chair.
2. Your annual report will provide the Outgoing President with complete information about your activities and accomplishments as support documentation for the annual National Panhellenic Conference (NPC) report. NPC awards are based on your accomplishments!
3. Your annual report will provide the Incoming President with a ready reference about each HAPA office and committee.

**ANNUAL REPORT:**

1. **POSITION / JOB TITLE:**
2. **IMPORTANT BYLAWS OR STANDING RULES PERTAINING TO YOUR OFFICE, CHAIR, OR COMMITTEE:**
3. **LIST OF DUTIES:**
4. **TIMELINE (CALENDAR) OF ACTIVITIES:**

Summer

September

October

November

December

January

February

March

April

May

1. **BUDGET & ACTUAL EXPENSIDITURES:**

(What was budgeted for your office/chair/committee. How much did you need to spend and what was purchased?)

1. **CONTACT INFORMATION:**

(List of vendors and contacts utilized in your office or committee.)

1. **LIST OF FILES ON FLASHDRIVE (if applicable):**
2. **OTHER USEFUL INFORMATION:**

(What worked well and what needs improvement. Your recommendations for next year.)

1. **YOUR CONTACT INFORMATION:**

(Your name, sorority, office/chair, email address, and phone number.)