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Letter to SEAALL Committee chairpersons regarding Committee reports, February 19, 1992

Mary Cross

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TO : SEAALL Committee Chairs
FROM: Mary F. Cross, President
DATE: February 19, 1992
RE : Committee Reports

It does not seem possible that it was just a few months ago that I sent a letter to you discussing your responsibilities as a committee chair. Now comes the time for you to tell me and the chapter what your committee has done. One of the responsibilities as a committee chair is the preparation of a report for distribution at the annual meeting at Callaway Gardens in April.

The report should be a maximum of one page outlining what activities or projects your committee has done or will have completed by the other Chapter meeting at the AALL meeting in San Francisco. It should also include suggestions, if any, for the next year's committee and the Executive Board.

Each committee chair, or designated committee member if the Chair will not be at the Callaway Gardens meeting, will present a brief summary of their report at the Business Meeting.

In order for me to include your report with the other materials for distribution at the meeting, I need your report by Monday, March 16th. I would appreciate your cooperation in meeting this deadline. I look forward to reading about the activities of your committee. If you have any questions, please do not hesitate to contact me.