

Working Committee Reports – 10 Steps to Success

Working Committee reports are the means by which action and progress are recorded. This makes them key to CCiF's credibility and a powerful tool in promoting the Forum to others.

The reports should also provide the content quality for the press release that should be issued within a few days of each meeting. In order to produce them in a timely and efficient way, the following process is proposed:-

1. Working Committee Chairs manage the ongoing plan and actions from the last meeting with their committees.
2. Three weeks before the next meeting they report their progress by telephone or email to the Chairman.
3. One week before the meeting they commit to the Chairman that they will produce a PowerPoint presentation for the meeting.
4. Working Committee Chairs attend a Friday evening meeting immediately prior to the Saturday CCiF meeting, confirming the time needed for their presentation and providing a CD or floppy disk to the A/V handler.
5. The Working Committee Chair presents at the meeting and proposes the next steps that will need to be addresses in the breakout session.
6. The breakout session is held and an overhead produced as an outline for presentation to the full meeting.
7. Immediately after the CCiF meeting or on Sunday morning, each committee meets briefly to draw up its report in the defined format.
8. By Wednesday of the following week, the Working Committee Chair emails the report to the Chairman and Administrator.
9. By Friday of that week the Administrator produces and circulates a press release about the meeting, drawing the "quality content" from these reports. The report is circulated to the trade press.
10. The individual reports are posted on www.ccif.net and published in the next CCiF newsletter.

Working Committee Report Format

- 1. Working Committee Name**
- 2. List of Committee Members**
- 3. Current Mandate**
- 4. Key points and actions from pre-meeting committee activity.**
- 5. Goals for breakout session**
- 6. Key points and actions from breakout sessions**
- 7. Next steps**



Canadian Collision Industry Forum

Committee: _____

Mandate Topic: _____

Key Benefit: _____

Important Caution: _____

Top Two Actions: _____
