Voluntary Committee Member Service and Summary of Participation Form
University, College, Department
Harrison College of Business

Evidence is an important element of our reporting system. Currently, there is no requirement that service be documented other than a listing of committees. This form is provided as a possible way to document committee service. It is not required!

A. Committee Chair may voluntarily provide this form to members of committee.
B. Committee member may request that the Committee Chair complete this form for their records.
C. This form may serve as evidence for committee service in Digital Measures.

Summary of participation covers calendar year: ____________.
Committee name: ____________________________________________________.
Committee Chairperson (person completing this form):
________________________________________.
Name of Committee Member: ________________________________________.
Committee responsibility:
_____________________________________________________________________________________
_____________________________________________________________________________________.
Committee level (circle applicable level): Department College University
Committee membership (number of members): ____________.
Committee Participation (please check all that apply). This member:
☐ Attended meetings
☐ Contributed to discussions
☐ Met assigned deadlines

During the calendar year, the number of times the committee met: ________.
Description (list) of major outcomes of the committee during year:
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
Committee Chairperson: __________________________________________.
Signature and date: _______________________________________________________________.

Copy of this report to be maintained in digital records.