

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.*