**Appendix 1**

# AAVLD Committee and Liaison Report Form:

Due 2 weeks after Meeting - submit to AAVLD Executive Director

Committee Date

Committee Chair (Co-) Co-chair if applicable

Recommendations to President for next year's chair or co-chairs

Action items for Executive Board Consideration:

1. List of recommended committee members for next year (Due 4 weeks after meeting).

2.

Action Items for the Committee:

1.

Please attach the attendance record, and the committee report narrative/meeting minutes which will be published on [www.AAVLD.org](http://www.aavld.org/) and e-mail [to:](mailto:jkistler@aavld.org) [dzeman@aavld.org](mailto:dzeman@aavld.org) and [rozuna@aavld.org](mailto:rozuna@aavld.org)

In attached minutes use normal body text type font not header fonts

First line <name of committee>, 2nd line Chair(s) <names>, time of meeting, day, date, location. On the following line state number of attendees

Example:

Subcommittee on Antimicrobial Susceptibility

Chairs: Doreene Hyatt and Ching Ching Wu, 1:00-2:00pm, Friday, October 24, 2008, Greensboro, NC Number of attendees: 21



**Appendix 2**

# RESOLUTION FORM

RESOLUTION NUMBER: COMMITTEE: SUBJECT:

DATE:

BACKGROUND INFORMATION:

RESOLUTION:

**Appendix 3**

# Committee Attendance Record – AAVLD Annual Meeting – Year

**AAVLD Committee:**

Date: Room:

**Attendees**:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:**  **Please PRINT CLEARLY** | Email address | currently committee member? Y or N | If not a member, do you want to join?  Y or N |
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**Committee chair:** Please turn in a excel spreadsheet of the sign-in sheet attached. The information will be updated on the AAVLD committee webpage as it is received.