

## Coordination Committee

**Committee Members:** R. E. Barry, Jr., C. N. Jacques, J. A. Jenks (Chair).

**Mission:**

This Committee was established as the *ad hoc* Committee Review Committee in 1998 by the President and charged to formalize mission statements, clarify responsibilities of each standing committee, and to prepare a working document entitled, "Duties and Responsibilities of Standing Committees," for distribution to officers, board members, and committee chairs. In 2000, this Committee was made a standing committee, the Committee on Committees, by the Board of Directors. Following the 2003 meetings, the name was changed to Coordination Committee.

**Information Items:**

(1) Committee worked to compile the 2016 Annual Reports Document (Board Book). Our Committee received reports earlier than any previous year for which the Board Book has been assembled. We thank Committee Chairs for their timely submission of reports.

**Action Items:** None.

**Respectfully submitted,**  
Jonathan A. Jenks, Chair  
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