**REPORT TO TWS COUNCIL**

**DATE: XX August 2019**

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**FROM:** (Name and Title of Person(s) Submitting Report)

**SUBJECT:** Report of (Name Committee/Section/Working Group)

**RECOMMENDATION(S) TO COUNCIL:**

1. *Number each recommendation, state specific actions you would like Council to consider (including suggested motions – if applicable), and note any financial components associated with the proposed action. If you have no recommendations or requests for action, state that here as well.*

The rest of your report should provide brief background information on the progress of the committee relative to its charges, information to support the recommendations or requested actions, other information of which you think Council should be aware, and/or activities of the committee/organization unit that you wish to highlight for Council’s information or to support your requested action.

Remember, if your committee/organization unit needs input or action from Council to deal with an issue, include **recommendations** that specifically describe the actions being requested from Council. This will ensure that Council can take timely action to support your work and will help prevent any important items from being overlooked.