**[](http://al.shrm.org/)ALABAMA SHRM STATE COUNCIL**

**10/5 STATE COUNCIL REPORTS**

**(The Process)**

**Purpose:**

10/5 Reports are designed to capture high-level board leadership area activities.

These reports will also be used as a reference tool to assist with completing the annual SHAPE report and facilitating council transitions.

**How to Complete:**

Each report should follow the 10/5 method: 10 minutes to write; 5 minutes to read/review.

Utilize the categories on the form to summarize update on general activity, new, pending, in-action, or issues/areas of concern.

**When to Submit:**

Your 10/5 Report needs to be submitted to the State Director three (3) days prior to the State Council meeting date (dates provided at the begging of the year).

If a chapter representative will be attending the State Council meeting in your absence, please ensure they have of your report in advance.

* Submit your report via e-mail
* In the subject line label your report as your name and area: i.e.: Rosie - Treasurer

**How The Board Will Use The Reports:**

During our quarterly Council Meeting, each council member will be given the opportunity to ask/answer questions from the compiled 10/5 reports.

Group discussion per area will be limited to 10 minutes. Therefore, it is essential that the combined 10/5 reports and/or meeting agenda be reviewed prior to the council meeting.