

*National Environmental Health Science & Protection Accreditation
Council*

POLICY & PROCEDURES MANUAL

Title:	Annual Report Policy		
Policy No.	2.06.2	Chapter:	Internal Operations
Proposed:	May 5, 2005	Proposal No.:	2005-09
Adopted:		Adopted By:	Vote of the Executive Committee

Purpose:

To provide guidance for the drafting, approval and distribution of the Annual Report.

Policy:

The National Environmental Health Science and Protection Accreditation Council sends an Annual Report to its members each year.

- A. The Annual Report must be sent to all Council Members and Program directors no later than October 1 of each year.
- B. The Annual Report must contain:
 - i. The Annual Meeting Minutes of that year,
 - ii. The summary of the Annual Update of Programs, and
 - iii. A letter from the Chair.
- C. The Annual Report will be distributed either by mail, e-mail or facsimile.
- D. The Annual Report will be distributed by the EHAC office, in conjunction with the current Chair.

Drafted:		
Approved:		