



*Making the right food choices, together.*

March 26, 2010

TO: MSNA ELECTED OFFICERS, COMMITTEE  
CHAIRPERSONS, & CHAPTER PRESIDENTS

FROM: BETH ROCHE, CHAIRPERSON  
HOUSE OF DELEGATES

SUBJECT: ANNUAL REPORTS FOR HOUSE OF DELEGATES

As part of the responsibilities for chairing a committee or being an officer of MSNA or a local chapter, you are responsible for compiling a written annual report reflecting on your activities and accomplishments during your tenure. Please include any recommendations you may have.

You may email the copy of your report as an attachment to the email. The email address is: [Beth\\_A\\_Roche@mcpsmd.org](mailto:Beth_A_Roche@mcpsmd.org). You may bring *one (1)* copy of your annual report to the MSNA Executive Board Meeting or to the Leadership Workshop. If you do not plan to attend either of these meetings please send it with someone else or email/mail it to us no later than June 30<sup>th</sup>.

The address is: Beth Roche  
16644 Crabbs Branch Way  
Rockville, MD 20855

Your report should be done using the template for annual reports. This report will be part of the packet for the House of Delegates meeting at the convention in October 2010. A copy of this template is available on the MSNA website. You may access the web site at: [www.mdsna.org](http://www.mdsna.org). Once on the web site, click on "State Convention" and then click on "House of Delegates Info". The templates are also attached to this email for your convenience.

Thank you for your cooperation and promptness in submitting this report to me.