

Pacific Swimming Document Survey

Name of Committee					
Chairman of Committee					
Term Expiration					
Committee Members					
Committee Documents	Document Exists?		Format		Storage location
	Yes	No	Paper	Electronic	
Procedure Manual					
Job Description or Committee Charter					
Budget					
Calendar					
Reports					
Meeting Minutes					
Teleconference Minutes					
Correspondence (letter or e-mail)					
Grants					
Applications					
Contracts					
Best Practice (tried and tested processes)					
Document Templates					
Contact Information					
List of Preferred Vendors					
Public Contact documents					
Press Release					
Press Interview					
Other					
Other					