

**"NAME OF BIALl COMMITTEE"**

**"ACRONYM FOR COMMITTEE"**

**ANNUAL REPORT [YEAR]**

**Report prepared by:**

"[Author name]"

**Membership of Committee**

"[list of committee members and number of meetings attended]"

**Vacancies arising on the Committee**

**Dates of meetings held in the past year**

"[Full dates of meetings – day, month, year]"

**Major issues, achievements**

"[List of issues]"

**Projects undertaken**

**Proposals accepted by BIALl Council**

**Other matters of interest to BIALl members**