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Memorandum

TO: Members of the Board of Directors

FROM: W. Steven Wilson, M.D., Speaker of the House of Delegates
John S. Harvey, M.D., Vice-Speaker of the House of Delegates

RE: **Call for Annual Reports**

DATE: July 9, 2008

This is a reminder that Directors and Officers need to prepare an annual report for the Annual Session of the MAG House of Delegates regarding the activities of your area.

This year's meeting will be held October 4 and 5, 2008 at the Intercontinental Hotel in Atlanta, Georgia.

For Directors, this report should include: 1) meeting dates, 2) activities, and 3) current directors for the county you represent. By copy of this letter, your Alternate Director is being reminded that part of his/her duty, as per the Bylaws, is to assist you with the report.

For officers, this report should include your activities for the past year.

Please remember, one of your duties is to solicit concerns from the membership so resolutions can be brought forward to our House. You can help your medical society by helping them bring important issues to MAG for study and recommendations.

All reports must be received on or before August 21, 2008 to be placed in the Delegates' Handbook. Handbooks will be mailed out to all delegates on September 15, 2008. **Please forward your report to MAG to Donald Palmisano, MAG General Counsel by August 21, 2008.** In order to provide the best service and increase efficiency, **each report must be submitted to the General Counsel in word format via e-mail to dpalmisano@mag.org.** **The receipt of all resolutions received is confirmed by a return e-mail.** If you do not receive such an e-mail, your resolution has not been received.

If you need assistance in composing a report, you may contact MAG at 1-800-282-0224, and you will be referred to a staff member familiar with your subject matter.

We are looking forward to a productive and successful House of Delegates.

Cc: David Cook, Executive Director
MAG Staff