

EL DORADO COUNTY

BOARDS, COMMITTEES AND COMMISSIONS

ANNUAL REPORT GUIDELINES

Each board, committee, or commission is required to provide an annual report to the Board of Supervisors regarding its activities. This guide is intended to be used for reference purposes and does not preclude a board, committee, or commission from including additional information.

Part I. Cover Sheet

- Include the name of the board, committee, or commission and the time period covered by the report
- Include all member and alternate member (if applicable) names and their titles, and the name of the executive officer, liaison or staff (if applicable)

Part II. Mission Statement

- State the mission and/or purpose of the board, committee, or commission

Part III. Background

- Provide a brief description of the purpose and scope of the board, committee, or commission. Keep in mind that although it may have existed for many years, members thereto, the Board and County staff change periodically.

Part IV. Annual Work Plan

- Provide goals or objectives for the upcoming reporting period and indicate how goals and objectives support the County or the Board's mission, vision and strategic priorities
- Consider including a work plan with completion or anticipated completion dates to aid in tracking progress of goals

Part V. Prior Period Accomplishments

- Include accomplishments for the previous reporting period

Part VI. Ongoing-Long Term Projects

- Provide a timeline for any ongoing or long term projects

Template Provided



COMMITTEE/COMMISSION OVERVIEW 2024

PRESENTED TO THE BOARD OF SUPERVISORS ON XXXX XX, 2024



MISSION STATEMENT

State purpose or mission of your Committee/Commission

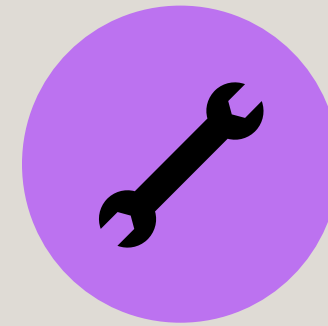
MEMBERSHIP



WHAT WE DO?



SERVICE 1
PROVIDES...



SERVICE 2
PROVIDES....



SERVICE 3
PROVIDES...

SERVICE AND PERFORMANCE INDICATORS

- List and describe any service indicators (how much you do) or performance indicators (impact or effectiveness of services) that the Committee/Commission has.

ROLE IN THE COUNTY'S STRATEGIC GOALS

- Describe the ways the Committee/Commission contributes to the County's Strategic Goals (Goals listed below – detailed descriptions of each goal can be found here [Strategic Plan \(edcgov.us\)](https://edcgov.us)).
- Safe & Healthy Communities - The County is committed to fostering safe and healthy communities
- Public Infrastructure – identifying funding opportunities to improve our roads and bridges
- Workforce Excellence – Recognizing the essential role of a skilled and motivated workforce
- Thriving Economy - The Strategic Plan outlines measures to attract and retain businesses, stimulate entrepreneurship, and diversify the local economy
- Strategic Innovation - In an era of rapid change, it is key to stay ahead of emerging challenges and opportunities. The County's plan incorporates a culture of creativity and innovation across all sectors