Instructions for Completion of Annual Boards & Commissions Work Plans
and
Prior Year Accomplishments

A committee comprised of Board Policy Aides and the Office of the Clerk of the Board have
developed a standard template for use by Boards and Commissions in completing their annual
work plans. A significant change is that work plans will be based on a fiscal year rather than a
calendar year. The new work plans are to be completed by each Board and Commission and
approved at a regular Board or Commission meeting no later than April 1 of each year. The
Clerk’s Office will then transmit the work plans to the appropriate Board Committee for review
in May of each year and to the Board of Supervisors for approval in June.

Please use the following instructions when completing the work plans:

Cover Sheet (Page 1)

This area should include the name of the Board or Commission, the timeframe covered by the
work plan (i.e. Fiscal Year 2007 July 1, 2006 – June 30, 2007) members’ names, chair’s name,
and vacancies as of April 1. Do not put commissioner addresses or phone numbers on the work
plan. The Board offices have access to that information if necessary. This page will need to be
updated each year.

Mission Statement: (Page 2)

This area of the work plan should clearly state the mission of the Board or Commission. This
information may be extracted from the enabling legislation (i.e. Ordinance, Board action,
Resolution) that formed the Board or Commission or may be a purpose statement approved by
the Board or Commission and derived from the enabling legislation. This section may also
contain the roles and responsibilities of the Board or Commission. This page may not need to be
updated each year.

Historical Background: (Page 2)

This area should provide the reader with some historical information about the Board or
Commission (i.e. when it was formed, issues of focus in years’ past, significant outcomes of
work by the Board or Commission. NOTE: Accomplishments from the previous year should not
be discussed here – there is another area on the work plan where this is done. This page may not
need to be updated each year.
Fiscal Year Work Plan: (Page 3)

This area should provide the goals/objectives (no more than 5) of the work plan, the activities planned to accomplish the goals, the priority ranking of each goal and the timeline anticipated to accomplish the goal. This page will need to be updated each year.

Prior Year Accomplishments: (Page 4)

This area should address the prior year work plan accomplishments including the goal/objective, activities that supported the successful completion of the goal and the status of the goal. The status column should inform the reader whether the goal was a) completed, b) not started and why, c) in process and expected completion date, or d) eliminated and why. This page will need to be updated each year.

Ongoing Projects: (Page 5)

This area provides the Board or Commission with an opportunity to inform the reader of ongoing projects that the Board or Commission is continuing to work on. This page may not need to be updated each year.