

EL DORADO COUNTY

BOARDS, COMMITTEES AND COMMISSIONS

SEMI-ANNUAL REPORT GUIDELINES

Each board, committee, or commission is required to provide a semi-annual report (once every six months) 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