

Governance Group Annual Report Instructions

Annual Report Purpose and Overview

The purpose of an annual report is to provide an overview of the governance groups' activities and achievements during the previous year to the City Council. This helps increase transparency and accountability over the work of governance groups and promote trust and confidence among stakeholders.

An annual report should include an update on progress toward achieving the goals and objectives outlined in your work plan. Annual reports also typically identify any challenges or opportunities your group encountered during the year and how they were addressed. The report can be a time to reflect on what goals or initiatives your group would like to focus on for the next year and can use this report in updating the next year's annual plan.

The report template below includes various reporting elements your group may report on. Several sections are optional and there is space to provide additional information or resources to the City Council to report on the work your group has done over the past year.

Main Components of an Annual Report

Summary of work in the last year

This section should detail the work your group did this year. This may include the major accomplishments of the year or progress toward meeting your group's goals, major challenges, and any key decisions made during the year.

Note: The remaining sections of the report are optional. Your group may use these sections to report on specific accomplishments for the year.

Description of Community Outreach Efforts

This section can be used to detail the community outreach efforts your group had during the past year. This may include the name of each event, date, purpose, how many people attended or were impacted, what went well with the event, and what were some challenges.

Equity Accomplishments

This section can be used to report on accomplishments or initiatives around equity the group completed or participated in over the past year.

Meeting Metrics

This section can be used to detail information about the meetings held in the past year. This can help your group and City Council understand trends and what components or processes are working well or may need adjustments to improve group meetings.

Below are some metrics that your group can consider reporting.

Metric	Data from the Prior Year
Number of planned meetings	
Number of meetings where quorum was met	
Number of meetings cancelled	

Meeting Metric Comments:

Use the space below to describe any comments about the meetings from the prior year. This may include what went well with meetings, what additional support or resources are needed, or other challenges with meetings from the past year.

Recommendations for modifications to purpose and requirements,

This section provides space for the group to recommend to city council any changes to the group's purpose or requirements as established by City Council when the group was created.

Additional Information

This section provides a space for any other information your group would like to report on for the year.

Looking Ahead

This section can be used to describe any future plans, goals, or initiatives your group has for the future.

Bylaws (attach).