

# **ANNUAL REPORT TEMPLATE**

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Each Commission is required to provide an update to the Board of Supervisors about its activities through an Annual Report. The Annual Report for Citizen's Advisory Commissions is to be completed either each Fiscal Year or each Calendar Year as determined by the Commission. The following template includes suggested sections but is meant to be used as a guide and does not preclude a Commission from including additional Information.

## **Part I. Cover Sheet**

- Include the name of the Commission and the timeframe covered by the Annual Report
- Include the Commission's physical and website addresses, telephone and fax numbers
- Include members' names and their titles, and the name of the Executive Officer

## **Part II. Mission Statement**

- State the mission of the Commission and any motto or vision/values, if applicable; and how mission, vision and values align with and support the County's Mission and Strategic Priorities
- List any roles and responsibilities of the Commission. This information can be extracted from the Commission ordinance, bylaws or fact sheet

## **Part III. Historical Background**

- Provide historical information about the Commission such a when it was formed and the purpose for its formation
- Include issues of focus in past years, not including most recent past year to be discussed in Prior Year's Accomplishments
- Include significant outcomes of work by the Commission
- Indicate whether the Commission expanded, changed or remained consistent with their duties/goals/missions

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## **Part IV. Equity, Diversity and Inclusion**

As a Commission, each of your members need to be aware of ethnic differences and embrace the diversity of the County's residents. Many people assume that equity, diversity and inclusion only happen in the workplace and relate only to characteristics of "protected classes," such as age, sex, race, and sexual orientation, but they extend to all County communities. Specifically, factors such as physical appearance, communication style, education, hidden disabilities, gender identification and inter-generational and cultural differences also play a role in our communal equity, diversity and inclusion. As a result, equity, diversity and inclusion in the workplace and communities promote innovation and effective problem-solving skills, which are essential components to making a highly successful organization and/or community.

The Board of Supervisors has recently implemented an initiative improving public equity, diversity and inclusion within the County of Los Angeles. As an advisory Commission to the Board of Supervisors, your charge is to ensure equity, diversity and inclusion among the constituents you serve.

Questions:

- Indicate how your Commission has included diversity, inclusion and equity in your work, projects and activities to represent all constituents of the County of Los Angeles.
- Indicate how your Commission provides an environment that allows members, public and stakeholders to share and express openly their ideas, opinions and beliefs.
- Indicate whether your Commission's bylaws/mission statements include the promotion of zero tolerance in relation to racial and ethnic discrimination and/or gender-based differences.
- Indicate how your Commission handled diverse matters appropriately and demonstrated a commitment to encourage equity, diversity and inclusion to its constituents.

## **Part V. Annual Work Plan**

- Provide goals or objectives for the upcoming year; and indicate how goals and objectives support the County's mission, vision and strategic priorities
- Include a work plan to accomplish the goals
- Include a timeline for completion of each goal

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## **Part VI. Prior Year Accomplishments**

- Include accomplishments for the last four years and status of each accomplishment
- Include a completion date or expected completion date

## **Part VII. Ongoing-Long Term Projects**

- Provide any ongoing or long-term projects that the Commission is continuing to work on