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[Board/Committee Name]

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Annual Work Plan and Accomplishments Report: 20xx

Chair: [Name]

Board Liaison: [Name]

*Brief History of Board/Committee*

The [board/committee name] was established by [Resolution/Ordinance xx-xx] on [date].

*Responsibilities and Duties*

1. [copy from Resolution/Ordinance]

*Prior Year Accomplishments*

- [insert notable accomplishments. Check your prior fiscal year's minutes for motions/actions/recommendations]
- Xxx
- xxx

*Goals for Upcoming Year*

- [insert goals for the coming year.]
- Xxx
- Xxx

*Optional: Feel free to attach photos/backup documents...*