



TO: Board and Commission Chairs and Liaisons

FROM: Candy Parham Hinkle
Boards and Commissions Coordinator, Office of the City Clerk

SUBJECT: Board and Commission Annual Internal Review and Review Report

DATE: December 20, 2011

Pursuant to Section 2-1-46 of the City Code, a board chair must conduct an annual internal review of the board and prepare an internal review report using the template provided by the city clerk. The report is due on March 31.

The report must include the following:

- (1) a statement of the board's mission and a description of the board's actions in furtherance of that mission during the previous calendar year; and
- (2) the board's goals and objectives for the new calendar year.

Your report is due on **March 31, 2012**. A template is attached for your use and will be available at <http://austintexas.gov/departments/workbooks> by the first of the year. Upon completion of the report, please send an electronic version to the Office of the City Clerk at city.clerk@austintexas.gov and provide a copy to the department supporting your board.

If additional information or clarification is required, please contact me at 974-2497.

Thank you for your dedicated service to our City.



Annual Internal Review

This report covers the time period of 1/1/20__ to 12/31/20__
(This report is due in the first quarter of each fiscal year for the previous year.)

(Official Name of Board or Commission)

The Board/Commission mission statement (per the City Code) **is:**

- 1. Describe the board's actions supporting their mission during the previous calendar year. Address all elements of the board's mission statement as provided in the relevant sections of the City Code.**
(Reference all reports, recommendations, letters or resolutions presented to the City Council on mission-specific issues. If some of the elements of the mission statement were not acted on by the board in the past year, the report should explain why no action was taken.)
- 2. Determine if the board's actions throughout the year comply with the mission statement.**
(If any of the board's actions were outside the scope of the mission statement, the report should explain the non-compliance issues.)
- 3. List the board's goals and objectives for the new calendar year.**
(Make sure the goals and objectives fall within the mission statement of the board/commission.)