

Boards & Committees

August 26, 2026



Desired Outcomes

Feedback on proposed changes

- Marketing
- Training
- On-Boarding
- Appointments

Council Concerns



Why

Strategic Plan

- Focus Area: Engaged and Educated Community
 - Big Rock: Overhaul of City Boards and Commissions

Increase Retention of Members

Empower Staff Assists



Background

Feedback

- Staff Assists
- Board/Committee Chairs

Themes

- A lack of understanding of role and time obligations
- A lack of board specific training
- A desire to have input on applicants
- Concerns with civility



Suggested Actions

Update Marketing

Board and Committee specific introduction videos and webpages clarifying roles, responsibilities, on-going projects, and typical tasks

Require Prerequisites

Prior to Applying

2 Board/Committee meetings

or

1 Board/Committee meeting & 1 Meeting with Staff Assist



Suggested Actions

Increase Training

- 1 on 1 on-boarding of new board member(s) by staff assist
- Yearly training for board members and staff assists
 - Procedural rules
 - Civility
 - Conflicts of Interest
 - Attendance Requirements
- Council Liaison
 - Roles and Responsibilities
- Support training via School of Government



Suggested Actions

Input on Appointments

- Share applications with Staff Assists for general comment
 - Final decision lies with Council
- Change Appointment Months
 - June > May
 - December > November

This will allow for proper on-boarding of new members before their term begins



Suggested Actions

Professionalization

- Creation of yearly work plan
 - Identify events, policies, and projects
 - Budget requests
 - Identify alignment with City Strategic Plan
 - Adoption by Council along with Budget
- Semi-Annual Meeting with Staff Assists
- Annual Meeting with Chairs

Off-Boarding

Conduct exit interview or survey



Questions?

