

ECNANDC Goal Setting and Yearly Reports by Committee Chairs:

To achieve our goals as a council we must focus our efforts and attention. This reporting process will help us to allow for public input, focus the efforts of the council, and identify needs and resources for the coming year. It is required of each committee chair.

Committee reports should contain two lists of goals. The first part will include a list of goals that have been accomplished during the past year, and second part will include a list for the coming year. For each, be sure to follow the SMART guidelines for describing each goal. Goals must be Specific, Measurable, Achievable, Relevant and Time-bound. (S.M.A.R.T)

Specific – committee goals must have an expected outcome stated as simply, concisely and explicitly as possible. This answers questions such as; how much, for whom, for what?

Measurable – a measurable goal has an outcome that can be assessed by others, counted or observed. Data related to the goal is helpful, so is anecdotal evidence.

Achievable – an achievable goal has an outcome that is realistic given your current situation, resources and time available. For next year's list, be sure to describe the resources needed to achieve the goal. A few achievable goals is much better than several that are not...

Relevant – a relevant goal should help the committee on its mission toward larger community/ECNANDC objectives. In what way is the goal relevant toward improving the community?

Time-bound – a time-bound goal includes realistic timeframes. Which portion of the goal is complete, which part is incomplete, and when will it be accomplished?

It is acceptable to include mini -goals or mileposts within each goal. Remember to keep your goals focused on the committee's major area of responsibility. Reports will be posted on the NANDC website for public review.

Draft for Discussion and Acceptance
ECNANDC
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