**Town of Cape Elizabeth**

**Annual Training and Goal setting Timeline**

This timeline is meant to serve as a framework for all public boards serving the town of Cape Elizabeth. Each board is asked to participate in the annual goal setting process. From this process, the Town Council seeks to establish consistent and clear operating and reporting procedures and to create an annual goal setting process that is inclusive and representative of the work of its boards and constituents.

**September:**

* Request for town boards to create a “year in review” - an overview of work accomplished/goals achieved/progress toward annual goals.
* Hold Community Citizen’s Roundtable – Annual public forum and outreach to solicit and capture citizen’s input into town council’s priorities and annual goal setting process.

**October:**

* Town boards provide to the town council a “year in review.”
* Boards draft goals for next fiscal year.

**November:**

* Town boards submit draft goals and input to council for goal setting process.
* New appointments to town boards interviewed and selected.
* Town holds training for department heads and staff liaisons to boards on roles, responsibilities and expectations.

**December:**

* Town Council holds annual goal setting workshop. Review and incorporation of input from the Citizen’s Roundtable (Sept) and boards’ submitted goals (Nov.)

**January:**

* Town provides annual board training – Review of FOAA and FOIA rules, regulations and expectations, communication, minutes and note taking.
* Town boards vote to formalize annual goals (drafted Nov.) with new appointees input and review.

**February:**

* Boards hold follow-up meetings to set standards for meeting norms, minutes, communication and FOAA, FOIA rules and regulations.