



## Annual Report Committee

### **Purpose:**

To identify Council members who will assist the Office of Adoption and Child Protection within the Executive Office of the Governor (Office) review, identify, and summarize information, activities, and supporting documentation throughout the calendar year to be included as part of the FBCB Advisory Council's annual report due February 1 each year. Content included in the annual report will be disseminated to all Council members for review and comment. A final draft of the annual report will be presented to the FBCB Advisory Council at a scheduled meeting for approval prior to the due date.

### **Background:**

Throughout the calendar year, the Office documents information from and activities by the FBCB Advisory Council and its members to be included in the annual report. Council members are encouraged to communicate with the Office on an ongoing basis for information and activities they are involved in that support the purpose and statutory charge of the FBCB Advisory Council. Council members are also encouraged to provide supporting documentation (e.g., photos, videos, etc.) if available.

Depending on when scheduled meeting of the FBCB Advisory Council occur throughout the calendar year, an official announcement(s) by the Chair or Vice Chair will be provided to encourage/remind members to share information, activities, and supporting documentation with the Office for the annual report. By the third quarterly meeting of the FBCB Advisory Council, the Office will convene Council members to begin the process of developing the annual report.

### **Proposed Action:**

Information outlined in the *Background Section* of this document identifies the role Council members play in communicating with the Office and providing information, activities, and supporting documentation for the FBCB Advisory Council's annual report.

Upon the call of the Chair, Council members who wish to serve on the Annual Report Committee will be identified. At the conclusion of the FBCB Advisory Council's second quarterly meeting of 2021, the Office will convene identified Council members to begin brainstorming ideas and strategies for the 2021 annual report of the FBCB Advisory Council.

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