

Enhance Engagement of Boards & Commissions

Final Report

August 11, 2026



Enhance Engagement of Boards and Commissions

Project Description

This project consists of increasing the use of Boards and Commissions, strengthening the relationship between the VC and B&C's, formalizing B&C participation in the Long Range Plan, referring additional items to B&C's, and expanding recruitment efforts. Additional objectives may be identified if this project is undertaken.

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Actions for 2026/27

- Refer Additional Items to Boards and Commissions
- Continue to Refer Long Range Plan Priority Action Items to Boards and Commissions
- Planning & Zoning, Environmental Concerns, Transportation & Parking and Historic Preservation & Design Review Should Provide Input on Trends and Issues for Village Council Consideration in the Long Range Plan
- Increase Public Messaging About the Opportunities to Apply
 - Identify and communicate with underrepresented groups and individuals
 - Translate recruiting materials into multiple languages
 - Partner with the Downers Grove Public Library to inform residents
 - Announce opportunities at Village Council meetings



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Actions for 2026/27

- Enhance the Online Application
 - Encourage Applicants to Submit a Resume
 - Ask “How did you become aware of this opportunity?”
- Make Appointments to Boards and Commissions each August
- Continue to Establish Clear Expectations about Roles and Responsibilities and Meeting Schedules
- A minimum of two meetings per year
- Most Boards and Commissions should expect to meet quarterly
- Village Council members should attend one meeting of selected Boards and Commissions to welcome newly appointed members and address all members about Village Council actions
- Boards and Commissions Should Prepare Annual Reports to the Village Council
 - Chairs to provide verbal reports at Village Council meetings
 - Reports should focus on Board and Commission activities



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Actions for 2028 and Beyond

- Enhance Board and Commission Members Participation in Recruiting Efforts
- Engage in Informal Conversations with Residents
- Encourage Residents to Apply
- Create a Press Kit for Recruiting
- Publish Board and Commission Member Video Testimonials
- Invite Boards and Commissions Members to Attend Coffees with the Council
- Provide Updates About Village Council Actions and Activities to B&C Members



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Expected Results

- Increase in the Number of Board & Commission Meetings
- Increased Staff Time
 - Preparing Staff Reports
 - Attending Meetings
 - Drafting Meeting Minutes
 - Producing the Updates Regarding Village Council Activities
- Increase in Village Council Activity
 - Reviewing and Considering Input from Boards & Commissions
 - Reviewing and Considering Long Range Plan and Annual Reports
- Increased Activity from Board and Commission Members
 - Recruitment Activities
 - Attendance at Coffee with the Council
 - Presentation of Annual Reports to the Village Council



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