

Committee Report Template

This document augments *Boards on Fire*, page 40

Board members are more likely to read the reports they get before board meetings if the reports are written in a way that's useful to the reader. I suggest putting the most essential items at the top, with supporting information after. Here's a list of items you could include in your committee reports, **but I urge you to emphasize the most crucial things first** so board members don't have to wade through long documents searching for what's important.

Committee: (committee name)

Date of Report:

The most crucial things board members need to know about our work in order to make informed decisions at the next meeting, or represent the organization in the community:

The topics that will need to be addressed by the board at our next board meeting:

Chair or Liaison to the Board: (board member name)

Date of last meeting: (day month year)

Date of next meeting: (day month year)

Action Items Completed:

Action Items In-progress/Pending:

Questions for the board/larger group:

Proposed Formal Motions to the Board (if any):

Background on our decisions: