

Executive Summary Templates for Board reports
(Mailed ahead to members for review)

Committee / Task Force Name

Chaired by _____

Executive Summary

_____ (date)

3-5 Key Points:

>
>
>
>
>

(outlines activity / situation since last report)

Possible / Probable Impact:

(Text here should link to Strategic Planning Initiatives
& Annual Operating Goals / allocation of resources)

(in the section below select which items apply and include...all or several or none)

Ideas! *Highlights new possibilities / Suggestions for new strategies,
Resources, directions, opportunities*

Red Flags! *Warning!! Threats, problems ahead ...*

Kudos! *Recognizes the special contributions of members / collaborations*

\$\$\$ *Budget implications – requests for funds, shortfalls, windfalls*

Action Required / Requested:

To be discussed ... (by whom? when?)