

Board Worksheet to Develop Guidelines for Staff Reports to the Board

1. Do we want to receive routine staff reports to the board? If so, _____

| | What reports do you want? | When wanted? | Written, Oral, Power Point? |
|----|---------------------------|--------------|-----------------------------|
| a. | _____ | _____ | _____ |
| b. | _____ | _____ | _____ |
| c. | _____ | _____ | _____ |
| d. | _____ | _____ | _____ |
| e. | _____ | _____ | _____ |
| f. | _____ | _____ | _____ |
| g. | _____ | _____ | _____ |
| h. | _____ | _____ | _____ |
| i. | _____ | _____ | _____ |
| j. | _____ | _____ | _____ |
| k. | _____ | _____ | _____ |

2. If written, should we get a copy of the report before the board meeting? _____

3. Should the written report indicate how it ties to a board objective, budget objective, board charge, or other guideline? If so, which ones? _____

4. What is the maximum length, if any, of a written report? _____

5. Should the report include an executive summary and, if so what is the maximum length? _____

6. If we request an oral report, what is the maximum time allowed for the report? _____

7. Do we want the reporter (i.e. staff member) to read the report or give a summary? _____

8. Do we want the reporter (staff member) to be prepared to answer questions from the board? _____

9. What other guidelines (if any) do we want the reports to follow? _____