

Executive Director Board Report Guide

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Executive Director Board Report Guidelines

The Executive Director's report to the Board of Directors is intended to inform, raise issues, encourage discussion and celebrate successes. After reading the report, Board members should better understand current or future issues and trends, as well as the organization's progress on strategic goals. The report should create opportunities for the Board to raise concerns, seek clarity and make effective decisions. The report should also help build confidence and excitement about the organization and its work.

The report is not meant to serve as a record of the ED's work activities. Instead, the report should bring the Board up to speed on the work and accomplishments of the organization in the defined time period (e.g., monthly or quarterly). The report should concisely document relevant information that will help the Board in fulfilling its governance role and responsibilities.

The six (6) sections below identify the headings, sub-headings and potential content areas for the report. The ED may not need to complete all the sections for each report. The ED should determine the report content based on what is most important and relevant for the Board to know in that month or quarter. The report should contain information that complements the Board Meeting Agenda to support strategic discussions.

The ED can decide the relevant section under which a specific item should be documented while ensuring that the item is not duplicated under multiple sections of the report. For example, a donation of \$10,000 may be noted under Key Accomplishments because it was a fundraising target or under Matters for Noting because it was an unplanned gift, but it should not appear in both sections of the report.

The ED report should not be summarized or read out at the Board meeting. The report should be shared with the Board in advance along with other meeting materials to allow members time to read and reflect on the information shared. Board members should review the report in advance to identify areas of concern or clarification that they can bring to the Board meeting. The ED can also invite focused input from the Board on specific areas of concern, clarification or celebration.

Another option is for the ED Board Report to be part of the consent agenda. A consent agenda is a group of routine, non-controversial items that the board approves all at once, without discussion. However, any Board member or the ED can pull any item in the ED Board Report out of the consent agenda for discussion. This approach can save time on the agenda but also allows the Board and ED to effectively ensure that any risk, strategy, legal or other critical questions/topics are addressed.

Governance Decisions, Monitoring & Accountability

1. Current Significant Issues or Trends

- Overview or update on any significant current issue or trend facing the organization or the sector that the Board should be informed about.
- Issues can be in two categories:
 - Internal: For example, transition of key staff or a human rights complaint by a service user.
 - External: For example, new legislation that impacts program goals or new reporting requirements from a funder.
- Issues may be new or carried over from the previous Board meeting.
- Issues may be noted under sub-headings such as programs and services, finance, human resources, policies, administration, and community partnerships.
- Issues that are not pressing and primarily informational should be captured in Section 6, *Matters for Noting*. When there are no significant issues in a reporting period, you can list “None” in this section.

2. Matters for Approval

- Any matters for which the ED is seeking the Board’s approval, and which are not covered elsewhere in the meeting agenda. These may be specifically related to the ED, e.g., leave of absence.
- If the [OODP Board Agenda Template](#) is used, most matters requiring decisions would be covered in the agenda.
- When there are no additional matters for approval beyond those listed in the agenda, you can list “None” in this section.

3. Risk and Compliance Update

- It is recommended that Boards assess the level of risk facing their organization annually. The [OODP Risk Management Toolkit](#) is available for this purpose. Depending on the gaps and/or concerns identified and on what actions have been taken to address them between Board meetings, this section could have three (3) components:

3.1. Update on Risk and Compliance Management

- Brief update on any significant outcomes from the ongoing activities related to risk and compliance.
- Update on compliance status with applicable legislation and regulations. See the [Ontario Non-Profit Board Critical Compliance Checklist](#) to help you track what you need to comply with that **specifically relates to governance**.
- Update on relevant insurance coverage, including Directors and Officers liability insurance.

Item	Due Date	Status	Comments
T3010 Annual Charity Return			

3.2. Risk and Compliance Incidents

- Brief outline of any incident or activity which has resulted in the occurrence of a risk or compliance event which is outside of the risk management checklist developed by the Board. Examples include an occupational health and safety incident, a query or action by a government department or authority, significant client or staff complaint, environmental incident, or a legal action.

3.3. Funder Obligations

- Update on budget, program plan and/or report submissions.

Funder	Item	Due Date	Status	Comments
HIV and Hepatitis C Programs (HHP), Provincial Programs Branch	OCHART			

4. Update on Strategic Plan Implementation

- Progress report on the implementation of the strategic plan and can also include achievement of organizational performance targets.
- This section may be prepared quarterly or biannually versus monthly.

Strategic Direction	Related Goal	Start & End Date	Status	Comments
Advance Racial Equity in HIV Services by Deepening Engagement with Racialized Communities	Enhance community engagement & centre racialized voices in the work of our ASO			

Informational

5. Key Accomplishments

- Accomplishments the Board should be aware of and have not been captured elsewhere in the ED Board report. This section may include narrative and/or statistics but should not be an activity report.

6. Matters for Noting

- Any other issues which the ED wants to bring to the Board’s attention for information and are unlikely to require discussion. This may include visitors to the organization, conferences & professional development, community issues and events or significant meetings which involved the Executive Director.

Executive Director Board Report

[Name of organization]

Governance Decisions, Monitoring & Accountability

1. Current Significant Issues

2. Matters for Approval

3. Risk and Compliance Update

3.1. Update on Risk and Compliance Management

Item	Due Date	Status	Comments
T3010 Annual Charity Return			

3.2. Risk and Compliance Incidents

3.3. Funder Obligations

Funder	Item	Due Date	Status	Comments

4. Update on Strategic Plan Implementation

Strategic Direction	Related Goal	Due Date	Status	Comments
1.	a) b) c)			
2.	a) b) c)			
3.	a) b) c)			

Informational

5. Key Accomplishments

6. Matters for Noting