

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, ignite questions and evoke pride. After reading the report, Board members should feel up-to-date on relevant, strategic-level issues; prepared to raise issues, ask questions and make decisions; and confident and enthusiastic about the organization and its work.

The report should not be an activity report. It should be a concise documentation of relevant items for the time period it is covering and can be complemented by more detailed reports based on organizational needs. The six (6) sections below identify the headings, sub-headings and potential content for the report. Each of the sections should only be completed if it is applicable for the time period, and thus, not all sections are necessary for each report. There is flexibility about which section items are reported under and each item should only be documented in one (1) section. For example, a bequest of \$10,000 may be noted under *Key Accomplishments* because it was a fundraising target or under *Matters for Noting* because it was unexpected but it should not appear in two (2) different sections of the report.

Governance Decisions, Monitoring & Accountability

1. Current Significant Issues

- Overview or update on any significant current issues facing the organization and for which the Executive Director (ED) may want input/feedback from the Board.
- May be new issues or issues carried over from the previous Board meeting.
- Issues may be noted under sub-headings such as programs and services, finance, human resources, administration, and community partnerships.
- Issues that are primarily informational should be captured in Section 6.

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.

3. Risk and Compliance Update

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

3.1. Update on Risk and Compliance Management

- Brief update on any significant outcomes from the ongoing work on risk and compliance.
- Update on compliance status with applicable legislation and regulations.
- 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 occupational health and safety incident, 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

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	Due Date	Status	Comments

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.

This reporting template was adapted from Effective Governance Pty Ltd. *The Strategic CEO's Report*. Accessed at <http://www.effectivegovernance.com.au/useful-resources/governance-documentation-templates/>.

Executive Director Board Report Template

[Name of organization]

Executive Director Board Report

[Time period covered]

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

