*Here are some suggested categories of information for an executive director or CEOs monthly (or quarterly) report to their board. Not all categories will be needed in every report. The template can also be used to guide a board-ED discussion of the board report. This tool is described in detail in a February 2021 post on the blog* ***www.governinggood.ca***

Board Report Template

1. **Current significant issues**

(This is the section for issues, internal or external, with long-term consequences for the organization. Create questions for the Board.)

**2. Matters requiring board approval**

(This section is for small decision matters requested by the ED, where little or no discussion required by the board (e.g. minor policy adjustments, date of the AGM or fund raising event))

**3. Compliance update**

(Create a table for every report that is a listing of each of your organization external compliance requirements (e.g. CRA remittances, Charities Directorate due date or, in the case of insurance, a date for board review)

**4. Progress on goals/strategic plan implementation**

(Main section of the report intended to support or provide background to the board to inform strategic agenda discussion items)

**5. Organizational performance dashboard**

(Program statistics and other performance data)

**6. Items of Information**

(Any matter which the ED wants to bring to the Board’s attention for information and is unlikely to require discussion. A place for news about staff, new funding received, etc.)