



Director's Report

[Title]

Submitted by Author's Name
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The quarterly director's report is intended to improve communication, transparency, and alignment across the Board of Directors. With limited face-to-face time available, the Board agendas focus on critical discussion and decisions. The director's report complements the live Board meeting documentation and communication.

The objective is clear and concise communication to achieve a shared understanding of vision and focus. This report is a tool to help each director think through their plans and priorities, communicate these alongside progress made, and enhance the joint understanding of our status, direction, and performance across the Board.

While the majority of the content herein is not sensitive, the Director's Report should be treated as Board confidential. This allows each director to focus on clear communication with the Board rather than polishing the exact wording for greater distribution. If a Board member wishes to extract content from this report for communication outside the Board, they must first obtain the approval of the author.

Notes:

- o Blue text is informational and should be deleted when completing the report.
- o The term "bulleted list" still means to write with full sentences and punctuation.
- o Alternatively, you could create tables to be completed.

1. Current Reporting Period Focus

Text and bullets to cover the following:

- o Key priorities/items focused on in past quarter that were completed, including outcomes or support needed to complete
- o Planned priority focus items that are still in process, including status
- o Planned priority items that were not started, including causes of delayed start

2. Accomplishments and/or Success Stories

- o Bulleted list (see notes) of the accomplishments (at least completed milestones) and success stories of the current reporting period.
- o Include enough information to describe the importance and/or impact of the accomplishment.
- o Include only those items for which your role was responsible.
- o Do not include items for which your role had a supporting function unless it will significantly impact your area.



Director's Report

3. Challenges

- o Bulleted list (see notes) of all risks/issues/threats/challenges being faced.
- o Include only items that directly fall under the responsibility are of your role.
- o Include the actions and resources needed. Highlight Board decisions needed or support from other functions.
- o Items should carry over from previous reporting period, if still valid and open. When carried over, include indication of whether the item priority, urgency or potential impact has changed.

4. Next Reporting Period Focus

- o Brief description of what the next reporting period holds for you, i.e. your plans for the next 3 months.

5. Organizational Elements

5.1. Organization Chart (with contact details for the individuals listed.)

- o Identify any change or appointments – upcoming and completed.

5.2. Appointments

5.2.1. Departures

- o Bulleted list of departures from the supporting organization along with reason (expiration of term or otherwise) and any key notes. If no departures, reflect "None".

5.2.2. Additions

- o Bulleted list of new additions to the supporting organization and the corresponding role. If no additions, reflect "None".

5.2.3. Upcoming Transitions

- o Bulleted list of anticipated transitions (role, name, and date) in the next 12 months, either due to expiration of term, evolution of the team structure, or other rationale. Where individuals are being targeted for recruitment to a specific role, so note. If no transitions are projected, reflect "None".