

# { LEADERSHIP }

## Sample: Board Meeting Report

### BOARD IN A BOX PRINCIPLE

- ✓ Keep the President in the loop.

### SAMPLE I

#### [CHAPTER NAME] Board Member Report

[COMMITTEE NAME]

[DATE]

[SUBMITTED BY]

*Please provide information as concisely as possible (e.g., bullet points) so fellow Board members can easily review prior to the Board meeting. Reports should not exceed one page.*

**Activities for past month and a summary of results** (including events, programs, committee meetings)

- [LIST]
- [LIST]
- [LIST]

**Activities for coming month** (including events, programs, committee meetings)

- [LIST]
- [LIST]
- [LIST]

**Challenges/issues to be resolved** (with suggested resolutions)

- [LIST]
- [LIST]
- [LIST]
- [LIST]

**Challenges/issues resolved in the past month**

- [LIST]
- [LIST]
- [LIST]

**Successes**

- [LIST]
- [LIST]
- [LIST]