GIVING REPORTS

If you are giving a report to the Board:

- Begin with a simple statement of the background of the issue and your findings, activities or proposal.
- List all findings without editorializing.
- Explain what is significant to the organization about your findings
- Give an example to make your point concrete. Ask for questions.
- If your report calls for action, propose the action.
- Explain to the group what would be changed or improved if your proposal were accepted. Explain to the group the parameters of your proposal. Who would need to he involved? What would the time/dollar costs be? Summarize.
- If appropriate, make a motion for action (Draft the resolution ahead of time.)