

REPORTING TO THE EXECUTIVE COMMITTEE AND BOARD OF DIRECTORS

REPORTING TO THE EXECUTIVE COMMITTEE

- Each committee will be given a scheduled time to report to Executive Committee
- Because reporting times often fluctuate, remind your chairs to arrive well in advance of the scheduled time and check in at holding area.
- Understand there may be considerable discussion on action items of the committees appearing before you, which will result in lengthy delay of your appearance time.
- The final agenda with times will be available the evening prior and will be posted to the Chair and Vice Chair Hub group, Committee Staff Executives Hub group, and the Executive Committee Hub group. Confirm the reporting time with your committee leaders.
- Chair, vice chair, committee liaison and staff executives will all come on stage together and present to the Executive Committee.
- When called to report remember to turn on the microphones provided, turn them off when you are not speaking.
- Chair introduces everyone on the team. When presenting a committee recommendation, follow the script provided by the staff executive. The recommendation is also viewable on the screens.
- If the motion is lengthy, highlight the changes and explain the rationale.
- When the Executive Committee recommends changes to your motion, work with your committee leaders on a rationale.
- Respect the time of the Leadership Team and other Executive Committee members. Brevity is appreciated especially if things are running behind. If the issue is non-controversial, do not attempt to spend time giving a rationale.
- When exiting the room, use the exit door on your left.

REPORTING TO THE BOARD OF DIRECTORS

- The final agenda packet posted to the Board of Directors Hub community the evening prior to the Board meeting.
- Reporting order sometimes change, so it is important for staff to know how to contact the Chair if called to report earlier.
- Chair reports to the holding area located at the front of the room, audience left of the stage, at least two committees prior.
- The Chair alone presents to Board of Directors.
- The committee liaison and committee vice chair accompanies and assists as needed.

- When presenting a committee recommendation, follow the script provided by the staff executive. The recommendation is also viewable on the screens.
- Only when the President opens the floor for discussion, can the Chair respond to questions asked from the floor or provide additional information important to the discussion. The Chair is not there to debate the issue.