Governance Outline (GO) Template - Keyword and Tips

Please note that there are prompts and tips with information over the keywords within the GO Template document. The keywords and tips are listed on this page for ease of reference.

1. **ITEM OBJECTIVE:** “What is the governing body being asked to do? Why is this item on the agenda?”

2. **DATE:** “Insert the date of the Governing Body Meeting.”

3. **TO:** “Insert the governing body or committee.”

4. **RESPONSIBLE PORTFOLIO:** “Insert responsible portfolio (originating office).”

5. **MOTION:** “For decision items only, otherwise remove MOTION from document.”

6. **EXECUTIVE SUMMARY:** “Do not remove Executive Summary as the heading, the following items are only prompts as to what type of information is to be included in the Executive Summary - these are not sub-headings – 2 pages maximum.”

7. **Background:** “List here the origins of the proposal, the purpose, and any decisions or relevant policies or initiatives that may intersect with the item.”

8. **Analysis / Discussion:** “Use this section to analyse and discuss any issues the item will address and evidence to support the proposal.”

9. **Risk Discussion / Mitigation of the Risk:** “Required for all Board/committee items: what are the principal risks associated with this item and what is being done to mitigate them?”

10. **Next Steps:** “Please indicate how this item will be implemented including communication plans and timelines if applicable.”

11. **Supporting Materials:** “Each attachment is to be numbered, note which - if any - are for approval.”

12. **Schedule A:** “Optional - include only if needed.”

13. **Engagement and Routing:** “Insert only if needed.”

14. **Approval Route:** “Insert governance bodies or committees.”

15. **Supplementary Notes/Context:** “For University Governance Use Only.”