



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.”