## Board Communique Template

**Communique** [name of Health Service Provider] **Board**

This communique highlights key discussions and considerations from the Board’s meeting as well as other important information.

[month] **Board Meeting**

The Board Meeting was held on [date] where it received reports on [examples might include– reports from Audit and Risk Committee; Finance Committee; Safety and Quality Committee]

**Summary of Matters for Decision**

**Summary of Matters for Discussion**

**Summary of Matters for Noting**

**[**examples might include - receipt of correspondence; leave of board members; resignation of board members**]**

**Next Meeting**

The next meeting will be held [date ].

[name]

Chair, [name of Health Service Provider] Board

[date]