

## What is the 'BOG Action Memo Process'?

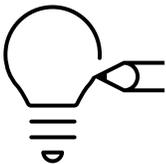
To implement the WSBA's BOG Action Policy, the 'BOG Action Memo' process is intended to support you in developing a potential discussion or action item for Board of Governors consideration. It can also serve as a helpful tool for any project plan, regardless the decision-making body.

The process seeks to provide the Board of Governors with sufficient information to make a decision and to help you be successful. It does this by detailing what information to gather, prompting questions to support your preparation, and areas for WSBA analysis (Fiscal, Equity, and Risk).

Above all, this process takes time.

## Tips to Help Navigate the 'BOG Action Memo Process'

### START EARLY

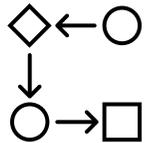


This process is best utilized as a framework for the entire development of an idea through to BOG consideration (or some other decision-making individual or group).

Use the information and process at the beginning of a project, not at the end.

Connection with your staff liaison and analysis teams early for collaboration, guidance, discussion and resources.

### ALIGN PROCESS WITH YOUR PROJECT PLAN



Consider integrating the process with the typical stages of your project development.

Approach the project with an equity lens at the outset and through all stages. Reach out to this team early.

State at the very beginning with these questions and use them as part of your overall plan.

When completing the memo, please address all issues and prompting questions. This will prevent delay of review and placement on the agenda.

### BE ADAPTABLE



As your project develops and the work with the analyses teams is underway, be prepared that the analyses may result in feedback or recommendations that may directly impact or shift the project.

Consult the Board of Governors meeting schedule and remember that the Board of Governors agenda is determined by the President and items may be moved, tabled or rescheduled.

Remember your audience: those who have not been heavily involved in your project may not fully understand the context or history. Provide context, be concise and clear in your memo.