

Board Action Log template

How to Use

This template can be used to keep a record of actions agreed in Board/ Advisory Board meetings, when they have been completed and when they are due.

Top Tip: Make sure the action makes sense for anyone picking up the action log even if they weren't in the meeting. The action log should be reviewed as part of the agenda setting before a Board meeting so you can ensure that time for any updates is included.

Board Meeting Reference	Item Name	Decision/ Action	Who	Status and Due Date
e.g. Board Meeting 11 th March 2022 Item xx	Management Accounts	Bring updated financial scenarios to next meeting	General Manager	Due 13 th May 2022
e.g. Board Meeting 11 th March 2022 Item xx	Strategy	Share key targets or milestones with Board for approval	General Manager	Completed