

# Guidance to Liaisons on Submitting Reports to the Board

## Informational Report

ASPHN asks that all liaisons submit an **informational report** to the Board after a meeting of the partner group or when the liaison has information or news that would be of interest to the Board and the Association. Please submit your report to [Shana Patterson](#) using the sample informational report as a guide.

1. All liaisons should at a minimum provide one informational report to the ASPHN Board by December 31. If after one year, no work with the partner organization has occurred, the liaisons should submit a brief report to the Board stating that there has been no activity in the past year and that either activity is expected during next year, no more activity is scheduled, or it appears the partner is dissolved.
2. Liaisons should attempt to limit their reports to no longer than two pages with any additional information included as an attachment.
3. Liaisons should include, but not be limited to including in their reports, on any progress, accomplishments or work that supports the ASPHN Strategic Plan.
4. An informational report includes two main components, STATUS and NEXT STEPS. Next Steps should include any assistance that the liaison needs from the ASPHN Board or consultants. Next Steps should also include information on future meetings or work products with which the liaison will be involved.

## Motion Report

If a liaison wants to ask the Board to take some action, then he/she should prepare a motion report, rather than an informational report. The motion report can be in addition to an informational report. Board action can be a motion, but it can also be a discussion or consensus on an issue. Please submit your report to [Shana Patterson](#) using the sample motion report as a guide.

1. If a liaison submits a Motion Report, he/she needs to be on the Board call when the motion will be considered.
2. If a liaison has a question about whether to prepare a Motion Report or an Information Report, he/she can contact [Karen Probert](#), ASPHN Executive Director or [Shana Patterson](#), ASPHN Consultant.
3. The ASPHN President and Executive Director go through each Board report very carefully before they finalize the Board packet. In their review they may find that an Informational Report should be changed to a Motion Report or vice versa. If that's the case, they will work with the liaison who prepared the report to make the change.

A Motion Report includes these components:

- **PROPOSED MOTION:** In one sentence, propose what you want the ASPHN Board to agree on.
- **BACKGROUND:** Describe succinctly the information that the Board needs to know on this issue to make a decision.
- **ISSUES:** Include pros and cons for passing this motion.
- **NEXT STEPS:** Include what steps should occur after the Board approves the motion. Request any assistance needed from the ASPHN Board or consultants. Next Steps should also include information on future meetings or work products with which the liaison will be involved.