

## Easy read meeting preparation template

- The following is an easy read meeting preparation template
- The purpose is to provide a written record of the Board member's preparation for a meeting
- We suggest that one of these forms is used for **each** report that the Board member has gone through in preparation for the meeting
- Either the Board member or the support person can write down (or use whatever communication method is preferred):
  - what the Board member thought were the most important issues raised in the report
  - any questions or comments the Board member has about these issues
  - thoughts about any decisions to be made by the Board member - if not ready to make a decision, write down why and what is needed for a decision to be made
- The form can then be used during the meeting, as each report is discussed, to remind the Board member what they read and thought about during the meeting preparation.



# Meeting Preparation Form

Report.....

Date of meeting.....



Important information in this report



Questions or things I want to say about this report



My decisions