

Action Planning Template

Goal:

AMSA's Board and Governance Committee will:

- Recruit a minimum of 3 high impact board members by the end of June 2028 that contribute to the board's diversity.
- Redesign the Board onboarding and education process for members including a satisfaction survey
- Approve revised bylaws no later than 6 months following approval of a new strategic plan (or earlier if strategic direction is clear).

Action Items <i>Specific tasks needed to achieve the goal</i>	Milestones <i>Key checkpoints or sub-goals</i>	Deadlines <i>Specific dates for each action item and milestone</i>	Resources <i>What do you need for each action item?</i>	Assignee <i>Is this the role of a Committee or the full Board?</i>
1. Finalize recruitment board skills matrix / needs 2. Revise/define recruitment process 3. Execute	1a. Skills matrix complete. 1b. Needs prioritized 2. Recruitment process revised and documented. 3. New process followed.	1. Finalize by June 2025 2. Finalize by June 2025 3. Recruit through June 2028	1. Board skills survey 2. Governance committee 3a. Governance comm. 3b. Full Board 3c. Development Support	1a. Governance comm. 1b. Support from Board 2. Governance committee 3a. Governance comm. 3b. Support from Board
1. Review existing onboarding process and training and expand upon expectations and understanding of board responsibilities.	1a. Members provide feedback and suggestions on existing onboarding process 1b. New onboarding and training process is created, reviewed by full board, and finalized.	1. June 2026	1. Board member participation in feedback and reviews	1a. Governance Comm 1b. Support from Board

	1c. Satisfaction survey is created, reviewed, and approved.			
1. Complete a strategic review of the existing bylaws and operating protocols and propose revisions to better reflect board function and contribution to overall strategy.	1a. Review and provide feedback on existing bylaws and operating protocols. 1b. Review finalized bylaws and operating protocols with full board for final approval.	1. 6 months following approval of strategic plan, or earlier if strategic direction is clear.	1. Board member participation in feedback and reviews	1a. Governance Comm 1b. Approval by full Board