

Building a Monitoring Report
Period of time being monitored:
Board Policy: exact policy wording is transferred here.
Operational Interpretation and Rational
Interpretation: Fully describe what this policy means <i>within the context of your organization</i> . It is simple to start with “In other words...” A dictionary definition of key words and phrases isn’t helpful. What <i>is</i> helpful is providing a deeper understanding of the complexities you face when honestly considering what it means to be in compliance and, conversely, what unacceptable situation you are expected to avoid. Be mindful and address all parts of the policy.
Justification: Whenever appropriate, be sure to include a justification, sometime called a rationale, with your operational interpretation. This is very helpful to the board as it considers if your operational interpretation is reasonable. Sometimes the rationale is so obvious (usually in financially related policies) that including a rationale isn’t necessary.
Measurement (“Compliance will be demonstrated when”): This is the section where you explain how you are going to measure compliance. It is not where the data for the period being monitored goes.
Supporting Data
Evidence/data: This is where you provide the data from the period being monitored. If Communication and Support to the Board is being directly inspected by the board, this section is left blank and the board gathers and assesses the raw data (e.g. communications from the CEO) during the period being monitored and draws its own conclusions of compliance against the CEO’s interpretation.
Compliance Conclusion
Statement of Compliance: This is where the CEO states she either was or was not in compliance with the interpretation.

Assessing a Monitoring Report				
Policy Number	Report accepted as providing reasonable interpretation	Report accepted as providing adequate evidence of compliance	Describe deficiencies and/or report that acceptable report was received	Summary for the policy
(e.g. EL 2.3)	y/n	y/n	Describe what is deficient. Later, use the space to note when and what new information was received.	Satisfactory? Exceeded? Deficient? Deficient but corrected? Etc.
Do you recommend changes be made to the policy language?				