

## SAMPLE BOARD MEMO

[Same format is also used for Committee except you omit "Committee Action"]

**To:** Board of Supervisors or Name of Committee

**From:** [Department]

**Subject:**

**Date:** [Date of the Board or Committee meeting]

### Recommendation

**Board Agenda** - [Be specific in delineating the action being requested; i.e. adopt resolution/ordinance, authorize budget transfer, approve contract/MOU, etc.]

**Committee Agenda** – [Committees make a recommendation rather than approve. Consider resolution/ordinance/budget transfer/contract or provide direction ....]

### Background

[What has transpired to prompt the department to bring this matter to the Board of Supervisors (or Committee) for consideration.]

### Discussion

[What information does the Board of Supervisors ( or Committee) need in order to make an informed decision and/or what will be the result should your action be approved as requested.]

### Committee Action

[What committee reviewed your request and what was the committee recommendation to the full Board. When the matter was not submitted to a committee, state the reason but do not omit or indicate n/a; i.e., a routine budget transfer, ongoing grant, renewal of ongoing contract, due to timelines was unable to submit to committee, etc.]

### Fiscal Impact

[What financial impact/general fund impact will this action have on the County should your request be approved. Also advise of grant funding and county match if appropriate.]

# Example Memo To Board Of Directors

**Sebastian Brünink**



**Example Memo To Board Of Directors:**

## Unveiling the Magic of Words: A Report on "**Example Memo To Board Of Directors**"

In a global defined by information and interconnectivity, the enchanting power of words has acquired unparalleled significance. Their capability to kindle emotions, provoke contemplation, and ignite transformative change is actually awe-inspiring. Enter the realm of "**Example Memo To Board Of Directors**," a mesmerizing literary masterpiece penned with a distinguished author, guiding readers on a profound journey to unravel the secrets and potential hidden within every word. In this critique, we shall delve in to the book is central themes, examine its distinctive writing style, and assess its profound impact on the souls of its readers.

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