

Board Incident Report

Date: _____

To: Board of Directors

From: _____ (Your Name/Title)

Incident Overview

Description of the incident:

Impact Assessment

Details of the impact on the organization:

Policy Evaluation

Current policies affected by the incident:

Recommendations for Improvement

Suggested policy improvements:

Conclusion

Summary of the incident and proposed next steps:

Thank you for your attention to this matter.

Sincerely,

(Your Name)
(Your Title)