**University of St Andrews Students’ Association**

**Board Meeting on <day>, <month>, <year>**

**<Title of Paper>**

Prepared by : <name and role/title>

Date prepared : <day>, <month>, <year>

1. **Purpose of Paper**

Short description setting out the purpose of the paper, why it is being presented to the Board and expected outcome, e.g. agreement of recommendation or for noting.

1. **Executive Summary**

Overall the paper should be no more than 2 pages, and this main section should set out the clear context, updates, description and information for the Board. Key points should be supported by evidence / data / facts as appropriate.

Where a recommendation is being made ensure this is clearly stated so that the Board understands what is being recommended and why, along the with implications of the recommendation.

Where the paper is an update for noting, ensure that the relevance to the Board is explained, e.g. alignment to the purpose and strategy of the Association, or in relation to a previous Board matter.

Appendices may be included and must be referenced from the Executive Summary.

1. **Summary for Noting or Summary of Recommendation**

Short paragraph confirming the key points of the paper and being explicit if it is a recommendation for approval or if it is for noting.