FLYING MINUTES TEMPLATE

[Found this template useful? Find out more at [www.betterboards.net/glossary/flying-minutes/](http://www.betterboards.net/glossary/flying-minutes/)]

[This template is for helping your quickly create a flying minute for your board.]

TITLE OF PROPOSAL

[The title of the proposal should be short and to the point. It should provide a clear indication of what the vote is about]

**Proposed on**: 12 December 2022

[Put in the date you are writing or distributing the flying minute proposal]

**Vote by**: 1 January 2023 1PM AEST

[It is worthwhile to put a clear voting deadline so that those voting know when they must respond by. You might also put notes on how to respond or who to send their response to. Software like Our Cat Herder ([www.ourcatherder.com](http://www.ourcatherder.com)) can help simplify flying minutes.

**Background**

[Provide the voters with sufficient information about what they are voting on and why.

Where possible use short, clear sentences and ensure you re-read and edit your proposal before sending it.

For more information on writing effective board papers visit <https://betterboards.net/productivity/clear-and-effective-board-papers-in-six-steps/>]

**Recommendation**

[Write a clear recommendation that the board can vote on]

**Attachments/Reference Material**

[Add a list of relevant reference material that the voters might require.   
This might include relevant financials, budgeting or other useful documents that inform the decision.

Make sure your don’t forget to attach them to the flying minute proposal]