

Example of Board Reporting Cadence

Q1 Overview

- A brief overview of the organization's compliance program.
- Recap of the compliance activities and results over the prior calendar year, including the status of any risk mitigation activities the organization conducted over the past year. Highlight any corrective action/changes made.
- Report on compliance statistics the compliance committee measures and monitors, with any significant issues for the board to note.
- Update on any significant non-compliance issues.

Q2 Risk Assessment

- Discuss specific risk areas applicable to the organization, including sharing the organization's risk assessment.
- Discuss the significant ramifications of those risks to the organization and individuals within the organization.
- Outline the activities the organization has identified that it plans to take to reduce these risks.
- Report on compliance statistics the compliance committee measures and monitors, with any significant issues for the board to note.
- Update on any significant non-compliance issues.

Q3 Board's Role

- Overview of the Board's important role in compliance.
- Discuss resources that have been allocated to compliance and discuss any additional needs compliance may have that the Board should consider in its budgeting process.
- Share the status of the organization's risk assessment and activities.
- Report on compliance statistics the compliance committee measures and monitors, with any significant issues for the board to note.
- Update on any significant non-compliance issues

Q4 Legal & Enforcement Update

- A reminder of why compliance is so important, including updates on current regulatory and enforcement landscape updates and any new regulatory/legal updates.
- Share the status of the organization's risk assessment and activities.
- Preview any goals for next year based on budget/resource allocation,
- Report on compliance statistics the compliance committee measures and monitors any significant issues for the board to note.
- Update on any significant non-compliance issues.