

**Decision Making Profile Template**  
[no more than one page]

**1. ISSUE**

[insert here in a simple sentence a description of the decision that needs to be made]

**2. SUMMARY**

[insert here a short paragraph on why this issue is on the board agenda.]

- i. OPTIONS [List what are the alternatives or options to consider]
- ii. RATIONAL [Describe what your opinion is about this issue]

**3. RECOMMENDATION**

[in a carefully crafted sentence or two, write your recommendation here]

**4. YOUR NAME**

[your name or the name of the team bringing forward the recommendation]