
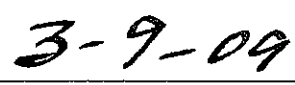




# National University of Health Sciences General Policies

Title: <b>President's Report to the Board of Trustees</b>	Page	1	of	1
Date Adopted: 03/22/95	Date(s) Revised:	03/15/04		
				
President	Date			

## **POLICY STATEMENT**

It is the responsibility of the President to communicate with the Board of Trustees of National University of Health Sciences (NUHS). The President typically conveys such communications by means of regular reports, especially in November (for the annual board meeting) and again in April (for the midyear meeting). In addition, the President may, as he/she deems appropriate, communicate in a less formal fashion in the interim between meetings. Following is the procedure that will be followed regarding reports from the President to the Board of Trustees.

1. The President shall designate the Vice Presidents to collect reports from all individual budget center managers and others who hold supervisory responsibility. They shall condense these reports, if necessary, and cause them to be drafted into the appropriate format as designated by the President and forward these reports to the President.
2. It shall be the responsibility of the designated individual to issue a memorandum to all from whom reports are expected, regarding the specific format to be followed and the timeline according to which the report will be forwarded.
3. Reports from budget center managers shall not be redundant from one President's report to another except in those aspects which are necessary for continuity and understanding.
4. When the first draft of the report is completed, it shall be forwarded to the President for evaluation and comment, if necessary following which it shall be delivered to the President's designee for final production.
5. A final copy shall be delivered to the President and/or the President's designee for final proofing prior to delivery to the Trustees, who shall normally have possession of the report no less than three weeks prior to the meeting of the Board of Trustees.