# Sample board statement of intent

I am pleased to provide this statement of intent which is in response to, and outlines how the board will implement, your statement of expectation dated [insert date].

I formally commit the board to meeting your statement of expectation and ensuring government policies and priorities relevant to the work of the board for the [insert name of public sector agency] are realised.

I will work to ensure the community’s confidence in the board is preserved and strengthened and that, in all our activities, we operate in a way that promotes collaboration and demonstrates accountability and transparency in support of government policies and priorities.

Our plan includes the following strategic priorities:

* Priority 1: [insert detail]
* Priority 2: [insert detail]
* Priority 3: [insert detail]
* Priority 4: [insert detail]

Our board will continue to manage its financial affairs diligently and in accordance with legislative requirements. We will continue to comply with all relevant corporate governance requirements.

All new members of the board will participate in an induction process and receive a comprehensive orientation pack containing information pertaining to their role and responsibilities.

All board members are to abide by our Code of Conduct and will be offered ongoing support by me as chair.

The board has a formal risk management strategy which will be revised annually. The board will also be subject to regular performance reviews which I will oversee as chair.

The board looks forward to working with you and delivering the abovementioned strategic priorities.

[insert name and title of board chair]

[insert date]