DOCUMENT 1 OF 2 · 10 PAGES

Board AI Briefing Template

Audit-grade briefing pack for the board: strategy, portfolio status, risk & incidents, compliance posture, financials and decision asks — written so the board can govern without ML expertise on every chair.

Audience · Board, programme sponsor, CRO, CFO, GC, CISO, CMO-equivalent, audit committee chair
Companion documents · Audit-Committee AI Pack Template
Use as · Audit-grade artefact requiring named human sign-off
Version · v1.0 · 2026-05

§ 1

Briefing structure & reading rules

A board briefing is not a status report. It exists to enable decisions, surface risk and reaffirm accountability. Time is the scarce resource; structure protects it.

Section	Purpose	Time
Strategy snapshot	Re-anchor on why AI matters here	3 min
Portfolio status	What is running, what is gated, what shipped	5 min
Risk & incidents	Material change since last meeting	5 min
Compliance & regulatory	External obligations and posture	3 min
Financial position	Spend vs envelope; realised vs case	3 min
Decision asks	Named decisions required	5 min
Q&A	Reserved	10–15 min

> **Quality marker.** A briefing without explicit decision asks is a status update, not a board paper. Always state what you are asking the board to do.

§ 2

Strategy snapshot (one page)

Why AI matters here

[3 sentences — strategic objective, business outcomes, alternatives considered]

Where we are in the journey

Maturity stage; what changed since last meeting

What success looks like in 12 months

3 measurable outcomes

What we will not do

Explicit boundary — autonomous decisions, sensitive domains

§ 3

Portfolio status (one page)

Initiative	Stage	Risk tier	Sponsor	Status	Trend
Retail personalisation	S2 → G2 upcoming	Limited		On track	↗
Credit scoring v3	S2	High (SR 11-7 T1)		Validation in progress	→
Triage copilot	S1 → G1 upcoming	High (SaMD)		Subgroup work pending	↘
Predictive maintenance	S3	Limited		Steady state	→
Marketing copy assistant	S1	Limited (GPAI)		Pilot underway	↗

Trend arrows reflect movement since the last meeting. Downward arrows require a paragraph of explanation later in the pack.

§ 4

Risk & incidents (one page)

Top portfolio risks (current)

Risk	Tier	Owner	Trend
Fairness slippage on credit model	High	Fair-lending	→
Vendor concentration on foundation model	High	Procurement	↗
HITL operator capacity	Medium	Operations	↗
EU AI Act high-risk re-classification	Medium	AI governance	→

Incidents this period

Date	Severity	Initiative	One-line	Status
	SEV-2			Closed / Open
	SEV-3			Closed / Open

Material incidents — SEV-1 always · SEV-2 if pattern emerges — are presented with the RCA outcome and one-line preventive action.

§ 5

Compliance & regulatory posture

Framework	Status	Material change	Next milestone
EU AI Act	Inventory classified; high-risk initiatives mapped	—	Conformity work for high-risk by [date]
GDPR / CPRA	DPIAs current; DSR queue healthy	—	Annual privacy review at G3
SR 11-7 / OCC 2011-12 (if banking)	Tier 1 models validated; findings tracked	—	Annual challenge
HIPAA (if healthcare)	BAAs current; sub-processor inventory current	—	Annual access review
FDA SaMD (if applicable)	Determinations on file; PCCPs as applicable	—	
NIST AI RMF / ISO 42001	Mapping current; controls in place	—	
Sector-specific (NYDFS, CRA, etc.)			

§ 6

Financial position

Line	YTD actual	YTD plan	Variance	FY forecast
Build spend				
Run spend				
Vendor / API spend				
Realised benefits				
Net cash position vs case				

Material variance (typically > 10%) is explained. Realised benefits are reconciled to permanent holdouts; spend is tagged to initiative codes for auditability.

§ 7

Decision asks (named)

Decision	Required by	Recommendation	Risk if not decided
Approve G2 for [initiative]	[Date]	Approve with conditions	Delays GA window by one quarter
Authorise expanded spend envelope for [initiative]	[Date]	Approve at $X with realisation milestone at G3	Vendor-cost surprise becomes overrun
Endorse retirement of [initiative]	[Date]	Retire on [date] with comms plan	Continued spend; orphan controls

What "endorse" means. The board does not run AI. Endorsement signals that the board has reviewed the recommendation against strategy and risk appetite, and accepts that management has authority to act.

§ 8

Appendix · risk-appetite statement (current)

A board-approved risk-appetite statement protects management from drift and the board from surprise.

Dimension	Appetite	Indicator
Customer harm	None tolerated	Zero SEV-1 patient-safety / fair-lending / consumer-protection events
Regulatory finding	Low	No MRA, Consent Order or equivalent
Material financial loss	Limited	Budget overrun < 15%; no > $X benefit shortfall without explanation
Reputational	Low	No public incident requiring board statement
Vendor concentration	Moderate	No single vendor > X% of AI spend or critical-path dependency without alternate
Innovation risk	Moderate-high	Pilot failure tolerated; production incident is not

§ 9

Appendix · regulator engagement log

Date	Regulator	Topic	Outcome

All material regulator engagements logged. Pre-meeting briefings to the board on upcoming engagements; debriefs after.

§ 10

Sign-off & attestation

Sign-off block

Role	Name	Date	Signature
Programme sponsor			
Chief Risk Officer			
CFO			
General Counsel			
Board chair (acknowledgement)			

This template is refreshed quarterly or whenever there is material change. The companion Audit-Committee Pack provides deeper detail on controls, findings and remediation.