



# Agenda Planning Request Form



## Instructions

Complete this form for any new or amended Agenda Planning (AP) Request. Each request requires the endorsement of **at least three (3) Directors** (including the requestor). Directors are limited to a **maximum of fifteen (15)** AP requests per calendar year, with no more than two requests made per meeting. AP requests are non-transferrable to any other Director and any “unused” AP requests shall not be carried over to the next calendar year. Requests for presentations by individuals or organizations outside of AC Transit are excluded from the AP request limit.

Prior to making a request, Directors shall make their best effort to discuss the item with the General Manager, a member of his/her Executive Staff or appropriate Board Officer in advance of the Board meeting at which the request will be made.

**AP Request Forms are due to the District Secretary no later than 5:00 p.m. on the Wednesday one week prior to the scheduled Board meeting in order for the form to be included in the agenda packet.** Email completed forms to [districtsecretary@actransit.org](mailto:districtsecretary@actransit.org)

## Information

<b>Directors Name</b>	Diane Shaw	<b>Meeting Date the AP Request will be presented:</b>	January 24
<b>This Request is:</b>	<input checked="" type="checkbox"/> New <input type="checkbox"/> Amended	<b>Include in the GMs Report:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Type:</b>	<input checked="" type="checkbox"/> Action <input type="checkbox"/> Briefing	<b>Expected Staff Report Due Date (if known):</b>	
<b>Discussed w/ GM, Board Officer or Exec Team Member:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

## Item Description: (Please be thorough. Attach additional information if needed.)

As a leadership team, we need to have a strong background in being effective leaders which means building effective relationships (both internal and external), having good communication skills, understanding team dynamics, and having a good understanding of our roles and responsibilities in order to fulfill our duty as a member of this board. We also need to have an effective orientation program for new board members. I'm proposing that we pursue this by having some facilitated workshops in this area where we can then have a hand in developing an effective orientation program for new board members. One that also has a continuing education component to it. As a board, we all have different backgrounds and experiences. The workshops will provide a good foundation moving forward for the board.

**Purpose:**

To develop an effective leadership program through training, education and coaching.

**What will be accomplished/desired outcome:**

The workshops will provide a good foundation for the board moving forward. In addition, a new effective orientation program for new board members will be developed.



**For Office Use Only**

*Information on requested additions by Board Members:*

Click or tap here to enter text.

**Concurrence By:**      ☐ Beckles   ☐ Walsh   ☐ Ortiz   ☐ Mccalley   ☒ Shaw   ☒ Young   ☒ Peeples

**Tracking Number (if applicable):**      Click or tap here to enter text.