Sample Briefing Paper II

APNA briefing paper: New Chair for Education Council

1. Subject
   a. Recommendation of Edna Hamera as Chair Education Council

2. Background
   a. All councils undergo leadership changes every 3 to 5 years. The succession planning that each council was asked to do produced recommendation that Edna Hamera be appointed by the Board to assume the chair and begin grooming a successor.

3. Analysis
   a. Dr Hamera is highly respected and one of the leading educators in PMH Nursing

4. Cautionary Notes
   a. none

5. Proposed Action
   a. Approve Edna Hamera as new chair of the Education Council