

## Senior Leadership Team Meeting Agenda Item Request Form

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DATE SUBMITTED (MM/DD/YYYY)

*Example* 09/27/2023 or Use Drop Down for Calendar feature

NAME OF REQUESTOR

DIVISION

BUSINESS UNIT

REQUESTED SLT MEETING DATE

LENGTH OF TIME REQUIRED

APPROVALS REQUIRED

IF YOUR ITEM REQUIRES EXECUTIVE/BOARD APPROVAL, PLEASE PROVIDE THE TARGETED DATE

EXECUTIVE/BOARD OF DIRECTORS - MEETING DATE

ITEM SUBJECT

ITEM BACKGROUND/DESCRIPTION

(PLEASE KINDLY ATTACH A SEPARATE PAGE IF YOU REQUIRE MORE SPACE)

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PROPOSED RECOMMENDATIONS/DECISION YOU ARE SEEKING BY SENIOR LEADERSHIP TEAM (SLT)  
(PLEASE PROVIDE A LIST OF WHAT SPECIFIC APPROVALS YOU REQUIRE FROM SLT)

A PRESENTATION WILL ACCOMPANY MY ITEM

Yes      No

ADDITIONAL INFORMATION/MATERIAL/SHORT REPORT/BRIEFING NOTE WILL BE CIRCULATED TO SLT WITH MY ITEM

Yes      No

PLEASE LIST THE NAMES OF STAFF WHO WILL ATTEND THE SLT MEETING TO SPEAK TO THIS ITEM

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**Notes:**

- **Please note your Item must be reviewed by your SLT Director prior to submitting this form.**
- Please direct any questions/requests to Michelle Sirizzotti, Chief of Staff (CEO's Office).
- Requestors are required to provide an electronic copy of all background material/presentations to Michelle Sirizzotti at **least two (2) weeks prior** to the SLT meeting date so that it can be included with the agenda package.
- Once the above information is received and your Item is approved, you will be contacted to confirm your placement on the appropriate agenda.

Thank you.

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