

AI Prompt Library • Executive & Board Communications

Practical GenAI prompts for executives and board governance • Aurorae Group, LLC

This reference provides ready-to-use GenAI prompts mapped to executive communications and board governance functions. Each prompt is a starting point — customize the bracketed fields for your organization and refine the output before use. Executive voice, board culture, and governance judgment are highly contextual: AI can accelerate drafting and analysis, but the quality of governance depends on human wisdom, relationships, and accountability that cannot be generated. These prompts are designed for use with current generative AI tools including ChatGPT, Claude, and Gemini.

Board Meeting Preparation

1	Use Case	Draft a board meeting agenda that structures time appropriately across governance, strategy, and operational items.
	Sample Prompt	<i>You are an experienced nonprofit governance advisor. I need to design an agenda for a [length, e.g., 2-hour / half-day] board meeting for [Organization Name]. Key items to address: [list topics]. Items requiring board decision or vote: [list]. Items for information or discussion only: [list]. CEO or staff presentations: [describe]. Please produce a draft agenda that: allocates time proportionally to item importance, distinguishes clearly between consent items, discussion items, and action items, reserves adequate time for board discussion (not just staff presentation), and includes a brief executive session if appropriate. Note any items that are better handled by committee than in full board.</i>
	Value	Produces agendas that respect board members' time and distinguish governance work from operational reporting. Well-structured agendas with clear item types dramatically improve meeting quality and board engagement.

2	Use Case	Prepare a board meeting packet cover memo that orients board members to the key issues before they read the materials.
	Sample Prompt	<i>You are an experienced executive director or board secretary. I need to write a cover memo for the [Month Year] board meeting packet for [Organization Name]. The meeting will address [list 3-4 key topics]. Items requiring board decision: [list]. Items of particular strategic importance or sensitivity: [describe]. Key context board members need before the meeting: [provide]. Please draft a 1-page cover memo that: orients board members to what is most important in the packet, flags any items that require advance preparation or review, notes any context that will shape the board's discussion, and sets a constructive and forward-looking tone for the meeting.</i>
	Value	Ensures board members arrive oriented and prepared rather than reading materials cold in the meeting. A well-crafted cover memo is one of the highest-leverage investments a CEO or board chair can make in meeting quality.

3	Use Case	Draft a board consent agenda that consolidates routine items for efficient approval.
	Sample Prompt	<i>You are an experienced board secretary. I need to prepare a consent agenda for the [Month Year] board meeting for [Organization Name]. The following items are candidates for consent: [list routine items, e.g., minutes approval, committee reports, routine financial items, standard policy renewals]. Please: draft brief, clear descriptions of each consent item suitable for the agenda, note the action required for each (approve, receive, acknowledge), flag any items that may warrant removal from consent for board discussion based on the descriptions provided, and draft a standard motion for consent agenda approval. Note any legal or bylaw requirements that apply to consent agenda procedures.</i>
	Value	Recovers significant board meeting time by consolidating routine approvals. Boards that use consent agendas effectively spend more time on strategic governance and less on administrative reporting.

Executive Communications

4	Use Case	Draft an all-staff or organization-wide message from the CEO on a significant topic, maintaining authentic executive voice.
	Sample Prompt	<i>You are an experienced executive communications advisor. I need to draft an all-staff message from [CEO name and title] at [Organization Name] about [topic, e.g., a strategic shift / a difficult organizational decision / a celebratory milestone / a response to an external event]. Key points to convey: [list 3-4]. The tone this leader uses with staff is [describe: direct and warm / formal and measured / conversational and transparent]. Things to avoid: [list]. Please draft a message of approximately [length] that sounds like this leader — not like a press release or a corporate memo. Include a suggested subject line. The message should make staff feel [describe the intended emotional effect: informed / reassured / energized / acknowledged].</i>
	Value	Produces executive communications that maintain authentic voice while ensuring key messages are clear and complete. Leaders who communicate in their own voice consistently build more trust than those whose communications feel drafted by committee.

5	Use Case	Prepare a CEO report or executive director update for the board that is strategic rather than operational.
	Sample Prompt	<i>You are an experienced executive director preparing a board report. I need to write a CEO report for the [Month Year] board meeting of [Organization Name]. Key developments since the last board meeting: [list]. Strategic questions on the horizon: [describe 1-2]. Items where I am seeking board input or guidance: [describe]. Organizational pulse: [brief description of staff morale, culture, or capacity]. Please draft a 1-2 page CEO report that: leads with the strategic rather than the operational,</i>

		<i>shares the CEO's honest perspective on challenges and opportunities, identifies where board engagement or guidance would be most valuable, and conveys confidence and clarity of direction without papering over real challenges. Tone: direct, thoughtful, and CEO-voice.</i>
	Value	Elevates CEO reports from activity logs to genuine governance communication. Board members engage more substantively with reports that name strategic questions and invite their input than with updates that simply report what happened.

6	Use Case	Draft talking points for an executive presenting to an external audience — a funder, partner, policy maker, or public forum.
	Sample Prompt	<i>You are an experienced communications advisor. [Executive name and title] is presenting to [describe audience: a foundation leadership team / a government agency / a community forum / a peer network] about [topic]. The goal of the presentation is [describe: to secure support / to build a relationship / to share learning / to advocate for a position]. Key messages to convey: [list 3]. Aspects that may be sensitive or require careful framing: [describe]. Please prepare: a compelling opening that establishes relevance for this specific audience, 3-4 key talking points in plain, conversational language, how to respond to the most likely challenging question, and a closing that specifies the ask or desired next step. Format for use as speaker notes, not a script.</i>
	Value	Prepares executives for high-stakes external presentations without over-scripting them. The most effective external communicators know their 3-4 core messages deeply and deliver them conversationally — talking points that support this approach outperform full scripts.

Governance & Board Development

7	Use Case	Draft a board recruitment profile or matrix gap analysis to guide board composition decisions.
	Sample Prompt	<i>You are an experienced governance advisor. I need to [draft a board recruitment profile / conduct a board matrix gap analysis] for [Organization Name]. Current board composition: [describe existing members by skills, demographics, sector representation, geography, etc.]. Strategic priorities for the next 3 years that should be reflected in board composition: [list]. Skills or perspectives currently underrepresented: [describe]. Please [draft a recruitment profile that describes the ideal next board member in terms of skills, networks, and perspectives / produce a gap analysis that maps current composition against strategic needs and identifies the highest-priority gaps to fill]. Keep it practical and specific — avoid generic desired traits that apply to every board.</i>
	Value	Moves board recruitment from informal networking to strategic talent acquisition. Boards that recruit to fill specific strategic gaps consistently perform better than those that recruit by relationship or availability.

8	Use Case	Design a board orientation or onboarding program for new board members.
	Sample Prompt	<i>You are an experienced governance specialist. I need to design a board orientation program for new members of [Organization Name]'s board of directors. Our board has [number] members, meets [frequency], and is responsible for [brief governance description]. Key things new board members need to understand: [list 4-6 areas, e.g., mission and strategy, financial oversight, fiduciary responsibilities, board culture and norms, key relationships]. Please design a [one-session / multi-session] orientation program that includes: a session outline with timing and topics, the materials or documents new members should receive, the people they should meet and why, and a 90-day integration milestone to assess whether orientation was effective. Note any legal or fiduciary content that must be included.</i>
	Value	Accelerates new board member effectiveness and reduces the risk of governance missteps from inadequate preparation. Well-designed orientation programs also signal organizational seriousness and set the tone for active board engagement.

9	Use Case	Draft a board self-assessment survey to evaluate board effectiveness and identify development priorities.
	Sample Prompt	<i>You are an experienced governance advisor. I need to design a board self-assessment survey for [Organization Name]. The board wants to evaluate its effectiveness in [list 3-5 areas, e.g., strategic oversight, financial stewardship, executive partnership, board culture, diversity and inclusion, fundraising]. Please design a survey of [15-20] questions that: uses a combination of rating scale and open-ended questions, addresses both individual board member contributions and collective board performance, avoids questions that lead to uniformly positive responses, and generates data that can inform a board development conversation. Include instructions for respondents and a suggested process for sharing and discussing results.</i>
	Value	Creates a structured foundation for board development conversations that might otherwise never happen. Boards that assess themselves regularly develop faster and catch governance weaknesses before they become crises.

10	Use Case	Draft governance policies or board resolutions on emerging topics such as AI use, conflict of interest, or executive succession.
	Sample Prompt	<i>You are an experienced governance advisor familiar with nonprofit board governance standards. I need to draft a [board policy / board resolution] on [topic, e.g., the board's oversight role in organizational AI adoption / executive succession planning / conflict of interest for board members involved in AI or technology ventures / data governance and privacy]. The policy should: state the board's position or intent clearly, define any key terms, specify the board's role versus management's role, describe the process for implementation or enforcement, and note the review schedule. Flag any provisions that require legal review before adoption.</i>

		<i>Tone: clear and plain-language, appropriate for a governance document that board members will reference.</i>
	Value	Gives boards a starting point for governance policies on topics that are increasingly important but where most boards lack established frameworks. Proactive governance policy development — before a crisis requires it — is one of the highest-value contributions a board can make.

Important: Do not input confidential board deliberations, sensitive personnel matters, unreleased financial information, or privileged communications into free or unapproved AI tools. All governance documents and executive communications should be reviewed by appropriate legal counsel and organizational leadership before distribution. AI can draft — governance judgment belongs to humans.