

ILLUSTRATIVE SAMPLE PACKET

AI governance artifacts a board or executive team can actually inspect.

This packet shows sample structures for a board briefing agenda, decision-rights map, governance evidence register, role prompts, and executive lab outputs.

Boundary: These samples are illustrative. They are not client work product, legal advice, compliance certification, or evidence of a completed client engagement. They show the shape and standard of the work.

Board-ready

Built for a room that needs decisions, owners, and evidence.

Source-disciplined

Designed around public governance, risk, and oversight sources.

Actionable

Each artifact points toward a next decision or record to create.

60-MINUTE STRUCTURE

Board briefing agenda

The briefing is designed to help leaders locate exposure, authority, evidence, and next action without turning the session into a generic AI lecture.

TIME	SEGMENT	BOARD QUESTION	OUTPUT
0-10 min	Exposure framing	Where is AI already creating fiduciary, operational, or reputational exposure?	Shared exposure map
10-25 min	Authority diagnosis	Who can approve, pause, escalate, or reject AI use by risk tier?	Initial decision-rights gap list
25-40 min	Evidence standard	What record would show that oversight occurred before a problem became public?	Evidence register starter list
40-55 min	Role implications	What must the board, CEO, general counsel, CFO, CISO, and compliance leader each own?	Role playbook pathway
55-60 min	Next action	What should happen in the next 30 days?	Executive next-step memo

Use: Best for a chair, CEO, general counsel, or chief of staff who needs to decide whether the organization requires deeper governance work.

AUTHORITY MODEL

Decision-rights map

This matrix clarifies who can approve, pause, escalate, or document AI use. Actual design should be reviewed against the organization's legal, compliance, security, and operating model.

AI USE CLASS	APPROVE	PAUSE	ESCALATE	EVIDENCE OWNER
Low-risk productivity support	Business owner	Business owner	Function lead	Function lead
Customer-impacting automation	CEO delegate plus legal/risk review	Risk or legal	CEO and general counsel	Risk leader
Regulated decision support	Executive committee	General counsel or risk chair	Board committee	Compliance leader
Autonomous consequential action	Board-defined authority only	General counsel, CISO, or board designee	Board committee	Named executive owner

Common gap
 The organization has AI owners but not pause authority.

Common evidence need
 The board receives status updates but not a record of risk-tier decisions.

OVERSIGHT RECORD

AI governance evidence register

The register defines what evidence should exist before leaders need to explain their AI governance posture under pressure.

EVIDENCE ARTIFACT	PURPOSE	OWNER	REVIEW CADENCE
AI use inventory	Shows where AI is deployed, tested, or purchased.	CIO or AI program lead	Monthly
Risk classification record	Documents why an AI use was assigned to a risk tier.	Risk leader	At approval and material change
Human oversight control	Shows where human authority remains required.	Business owner	Quarterly
Exception and incident log	Tracks overrides, drift, failures, and escalation events.	CISO or risk leader	Monthly and post-incident
Board reporting packet	Summarizes risk movement, open exceptions, and governance decisions.	General counsel or board liaison	Quarterly

SEAT-SPECIFIC QUESTIONS

Role playbook excerpt

Board director

What reporting system exists, what red flags are tracked, and when does AI governance return to the board?

CEO

Which executive owns the AI operating model, and what authority has been delegated versus retained?

General counsel

Where does the record show who had authority, what evidence was reviewed, and who can pause the system?

CFO

What AI value claim is being made, what metric proves it, and who owns the downside variance?

CISO

What data does the system touch, what access path exists, and what triggers shutdown?

Compliance leader

Where do policy, monitoring, exception handling, and escalation meet in a single record?

WORKING SESSION RESULT

Executive lab output snapshot

Issue register

Open governance questions, decision bottlenecks, unclear owners, missing evidence, and escalation risks.

Operating map

Draft flow connecting board oversight, executive authority, legal review, risk controls, security review, and business ownership.

30-day sequence

Immediate actions to assign owners, stabilize evidence, clarify decision rights, and prepare the next governance review.

Next step: Use the sample library to decide whether the organization needs a briefing, role-specific playbooks, the executive playbook, or a working lab. Visit touchstonepublishers.com/sample-artifacts/ or contact glenn.daniels@touchstonepublishers.com.