**Board Briefing Note**

**Sample**

*A focused summary to quickly inform the board about a key development and next steps*

Algorithmic Bias Audit - March 18, 2025

# Purpose

To update the board on the current status, findings, and next steps from the recent audit of AI systems for algorithmic bias.

# Key Points

* Completed bias assessment on all 8 AI models
* 2 out of 8 models showed moderate bias indicators
* No high-severity incidents detected but some demographic groups are underrepresented in training data
* Remediation plan launched: Data collection expanded and rebalancing in progress
* Training sessions for AI teams on ethical AI practices scheduled for next month

# Impact

* Reputational risk if bias remains unaddressed
* Upcoming AI Governance laws may mandate stricter bias controls
* Addressing bias supports our commitment to ethical and responsible AI

# Action Plan

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| --- | --- | --- | --- |
| **Action** | **Purpose** | **Owner** | **Deadline** |
| Approve Infrastructure upgrade for AI Team 1 | Reduce model turnaround time | AI Team 1, Executive Management | March 25, 2025 |
| Press meeting coming Thursday | A statement to be given following recent database breach | Executive Management | March 22, 2025 |