

TRANSACTION PATHWAY

BOARD MEETING PREPARATION PATHWAY

SEPTEMBER 2022



We've spent a lot of time preparing for Board Meetings, and we're often asked how to make it more efficient. We've created this pathway to give you a standard process for each board meeting. You can customise the various Stages and Tasks and then set this as your standard My Template to make sure you follow the same process for each board meeting.

Some of our clients create a board meeting preparation process for specific types of board meetings such as business strategy, compliance and regulatory review or investment decisions.

You can even set up the tasks on a recurring basis so that once you have the calendar for the year, you can set up each Task with the relevant repeating process and Phundex will automatically send out reminders to your team to produce reports and prepare the various submissions required for the board meeting.

You may also save the final board papers as "Published View" and invite the board as members of the Team to view those papers for the board meeting.

STAGE	TASKS	TASK FORMS	TASK DOCUMENTS
Plan Board Meeting Dates	<ul style="list-style-type: none"> ➤ Set Board Meeting Dates for the year ➤ Set topic coverage for the year 		
Board Meeting Agenda	<ul style="list-style-type: none"> ➤ Agree Agenda with Chairman ➤ Create Board Meeting Agenda 	<ul style="list-style-type: none"> ➤ Board Meeting Agenda Form ➤ Board Meeting Agenda Document 	<ul style="list-style-type: none"> ➤ Board Meeting Agenda Document
Board Pack Preparation	<ul style="list-style-type: none"> ➤ Set timetable for preparation of Board Pack ➤ Agree circulation date for Board Pack ➤ Checklist of items to include in Board packs ➤ Create 2-page summary template ➤ Request documents/updates required ➤ Review and confirm updates ➤ Compile Board Pack ➤ Board Meeting Minutes- prepare draft minutes ➤ Circulate Board Pack in advance of the meeting 	<ul style="list-style-type: none"> ➤ Board Pack checklist form ➤ Executive Summary Template ➤ Draft Minutes for Meeting 	<ul style="list-style-type: none"> ➤ Executive Summary Template ➤ Board Meeting Minutes Template

STAGE	TASKS	TASK FORMS	TASK DOCUMENTS
Board Meeting	<ul style="list-style-type: none"> ➤ Appoint Minute Taker ➤ Tract action points ➤ Board Meeting Minutes- prepare draft minutes 	<ul style="list-style-type: none"> ➤ Action Point Tracker Document ➤ Board Meeting Minutes Template 	<ul style="list-style-type: none"> ➤ Action Point Tracker template ➤ Board Meeting Minutes Template
Post Meeting Follow up	<ul style="list-style-type: none"> ➤ Circulate Draft Board Minutes for Review ➤ Add draft Minutes to Agenda for approval at next Board Meeting ➤ Circulate Action points ➤ Track action points ➤ Board Meeting Minutes – Final 		

Board pack checklist form

1. Board Meeting Agenda
2. Minutes of the previous meeting (for approval)
3. CEO report.
4. Business operations reports
5. Financial report including KPIs and forecasts.
6. Auditor report (normally quarterly)
7. Treasury report
8. Risk management report
9. Regulatory report (where relevant)
10. Human resources report
11. Board committee reports.
12. In camera meeting with auditor (where relevant)
13. Items of important board correspondence.
14. Supporting information related to decisions being made during the meeting.
15. Current board calendar of topics (Board and Committee level)