

How to run a board meeting

Board packs made easy

A guide to preparing, organising and delivering board packs for successful governance meetings

Dauniika Maclean CMInstD

Founder and Managing Director | Board Administration Services





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Dauniika is an experienced and award-winning Company Secretary with experience in legal, health, and financial services. She is a Chartered Member of the Institute of Directors and sits on the Board of Takapuna School. Dauniika is the founder and Director of Board Administration Services.



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Timeline Overview



2-3 weeks before

- Create agenda with Chair
- Set expectations for papers



1-2 weeks before

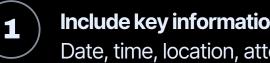
- Update action tracker
- Collect and format papers



1 week before

- Distribute to members
- Handle late submissions

Creating the agenda



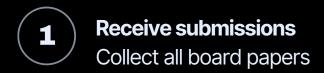
- **Include key information** Date, time, location, attendees, apologies
- Reference workplan Include matters arising from previous actions
- Allocate speaking time Specify time per item and presenters
- **Include standard items** Minutes, action tracker, interests register

Setting paper expectations

- Communicate responsibilities
 Clarify who writes which papers
- **2** Establish clear deadlines
 Set submission date
- **Send reminders**Follow up 2-3 days before due
- Clarify purpose

 Specify if for noting | Decision |
 Information

Process incoming papers



- Rename files

 Match to agenda items and numbers
- Review content
 Check spelling, grammar, clarity
- Format documents
 Apply consistent branding

Quality assurance checklist



Content review

- Spelling and grammar check
- · Consistent formatting
- Business branding applied



Purpose clarity

- Decision papers marked
- Information papers identified
- Clear recommendations



Technical review

- Hyperlinks working
- Page numbers sequential
- Agenda matches paper

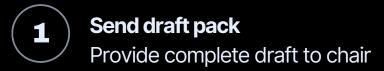
Compiling the board pack

- Order papers

 Match sequence to agenda
- Create links
 Set hyperlinks from agenda
- Combine files

 Merge into single PDF
- Final check
 Verify all elements included

Chairs review process



- Receive feedback
 Note requested changes
- Make amendments
 Update pack with chairs input

Distributing the board pack

- **Email delivery**Send to all members and executives
- 2 Secure sharing
 Use password protection if sensitive
- Timely distribution
 Send one week before meeting
- Confirmation

 Request read receipts if needed

Managing late papers

- 1 Set clear policy
 - Establish rules for late submissions
 - Decide if pack will be delayed
 - Determine if papers will be added later
- 2 Communicate changes
 - Notify board of late papers
 - Explain reasons for delay
 - Indicate when to expect materials
- **3** Update distribution
 - Re-send complete pack if needed
 - Highlight additions in email
 - Maintain version control

Record keeping essentials



- 2 Store systematically
 File in company records system
- Maintain version history
 Keep all interartions if changes made
- Ensure secure access
 Restrict to authorised personal

Common problems and solutions

Late submissions	Set firm deadlines with consequences
Inconsistent formatting	Provide templates to contributors
Missing approvals	Create approval workflow checklist
Broken hyperlinks	Test all links before distribution
Unclear process	Standardise paper classification system

Well-prepared board packs facilitate effective governance, enabling informed decision-making and strategic oversight.





BoardPro demonstration

Compiling your board pack with BoardPro

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Thank you for attending!

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