



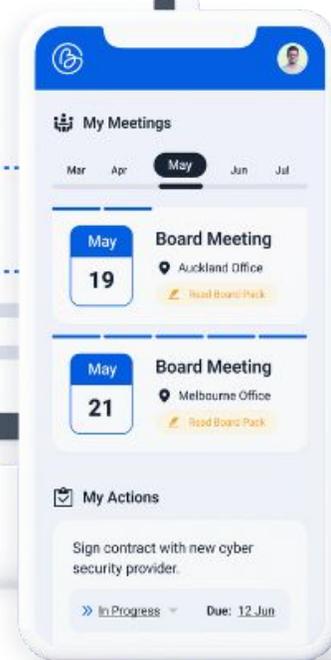
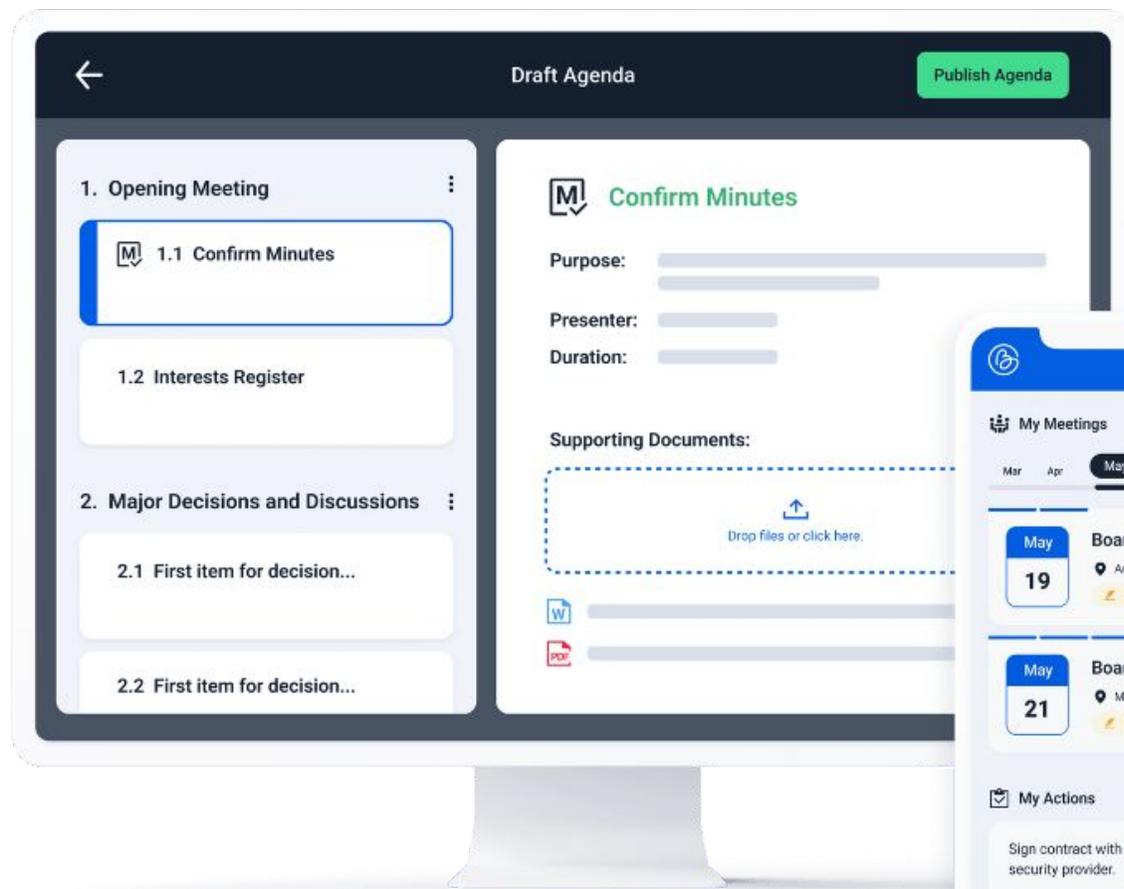
Webinar

Setting your strategic vision and board agenda

Learn how to develop and structure a strategic vision and board agenda that keeps the board focused on the important matters during the meeting







**Making the fundamentals of
governance free and
easy to implement**



Governance Made Easy

Governance Resource Centre

Explore free governance resources for growing your organisation and adopting good governance practises. From meeting minutes templates to CEO reporting templates, our comprehensive guides and templates will cover your governance and business essentials.

Content type ▾

Topic ▾

Persona ▾

Search [Q](#)





**Slides, webinar video,
transcript and
presentation will be sent
to you.**



**Relax, listen and ask
questions**





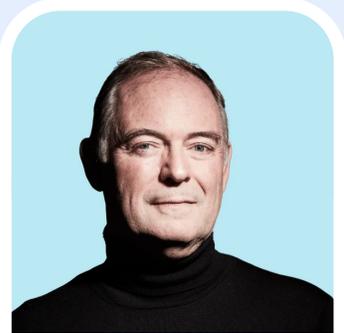
08.10	10	CHANGES TO STRATEGIC ENVIRONMENT (i.e. Strategic Gossip)				
	10.1	Directors and Staff to disclose any early issues or 'rumours' that may have strategic impact on the organisation	For Discussion	N		All
08.15	11	STANDING REPORTS, OPERATIONAL MATTERS FOR BOARD NOTING				
	11.1	CEO Report	For Noting	Y	49	CEO
	11.2	CFO Report	For Noting	Y	59	CFO
	11.3	COVID-19 Report	For Noting	Y	66	CEO
	11.4	CEO Briefing on Preparation for 2022 AGM	For Noting	Y	68	CEO
		BOARD IN CAMERA SESSION				
	12.1	Discussion and Decision Regarding Approval of new Interim Director	For Decision	Y	72	Chair of Gov Ctee
	12.2	Preparing for Annual Board Performance Evaluation	For Discussion	N		Chair
	12.3	CEO Performance Review and early issues re Contract renegotiations	For Discussion	N		Chair
08.25	13	MEETING REVIEW – IN CAMERA				
	13.1	Feedback from Observer Director	For Noting	N		Observer
	13.2	Feedback from Other Directors	For Noting	N		Directors
	14	NEXT MEETING				
		Date: Thurs 10 Oct 2022 Time: 06.30pm to 08.30pm Venue: TRC	For Noting			

NOTE: Standing Reports are For Noting. Any items for Board consideration will be added elsewhere as separate Agenda Items. Make sure that the CFO / Financial Report should also offer a Declaration that we are solvent, and up to date with Superannuation guarantee, PAYG and other tax payments.



The Strategic Agenda Template

NOW AVAILABLE IN BOARDPRO



Steven Bowman

Managing Director
**Conscious
Governance**



**Julie Garland
McLellan**

Managing Director
Directors Dilemma



Context

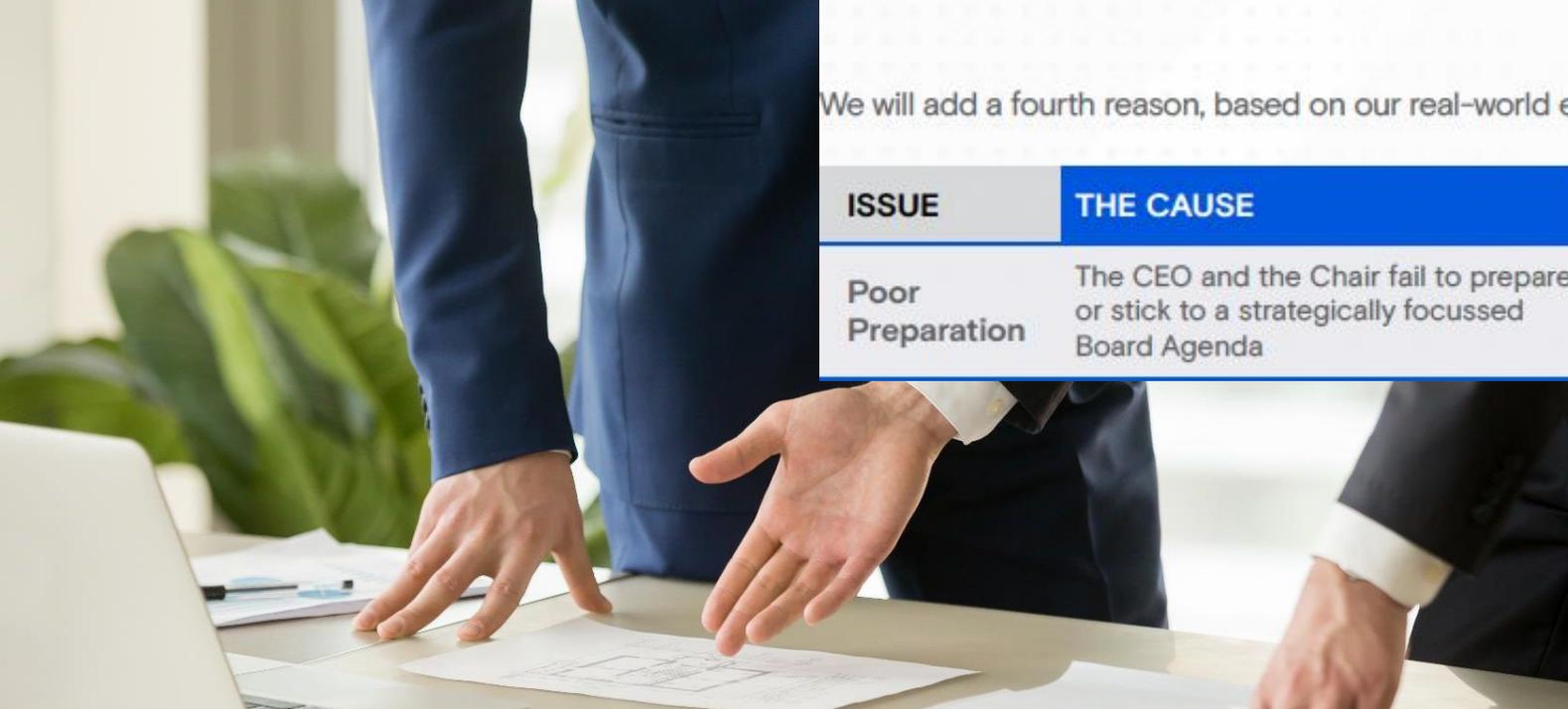


ISSUE	THE CAUSE	ACTION
Ignorance	Directors don't understand their role	Directors must learn their role
Familiarity	Directors understand and are comfortable with operations	Stop interfering in operational matters, and act like a Director
Faith	Directors lose faith in the CEO, evidence of dishonesty by CEO	Performance manage the CEO; remove them if needed

Adapted from https://www.skills2lead.com/Leader_Newsletter-governance-vs-management.html

We will add a fourth reason, based on our real-world experience....

ISSUE	THE CAUSE	ACTION
Poor Preparation	The CEO and the Chair fail to prepare or stick to a strategically focussed Board Agenda	Dramatically enhance your Board Agenda, using the following thirteen Top Practices (and more!)



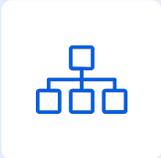


The Chair Owns the Sequence of Events



Place your vision at the top of the agenda

1



Why your organization exists



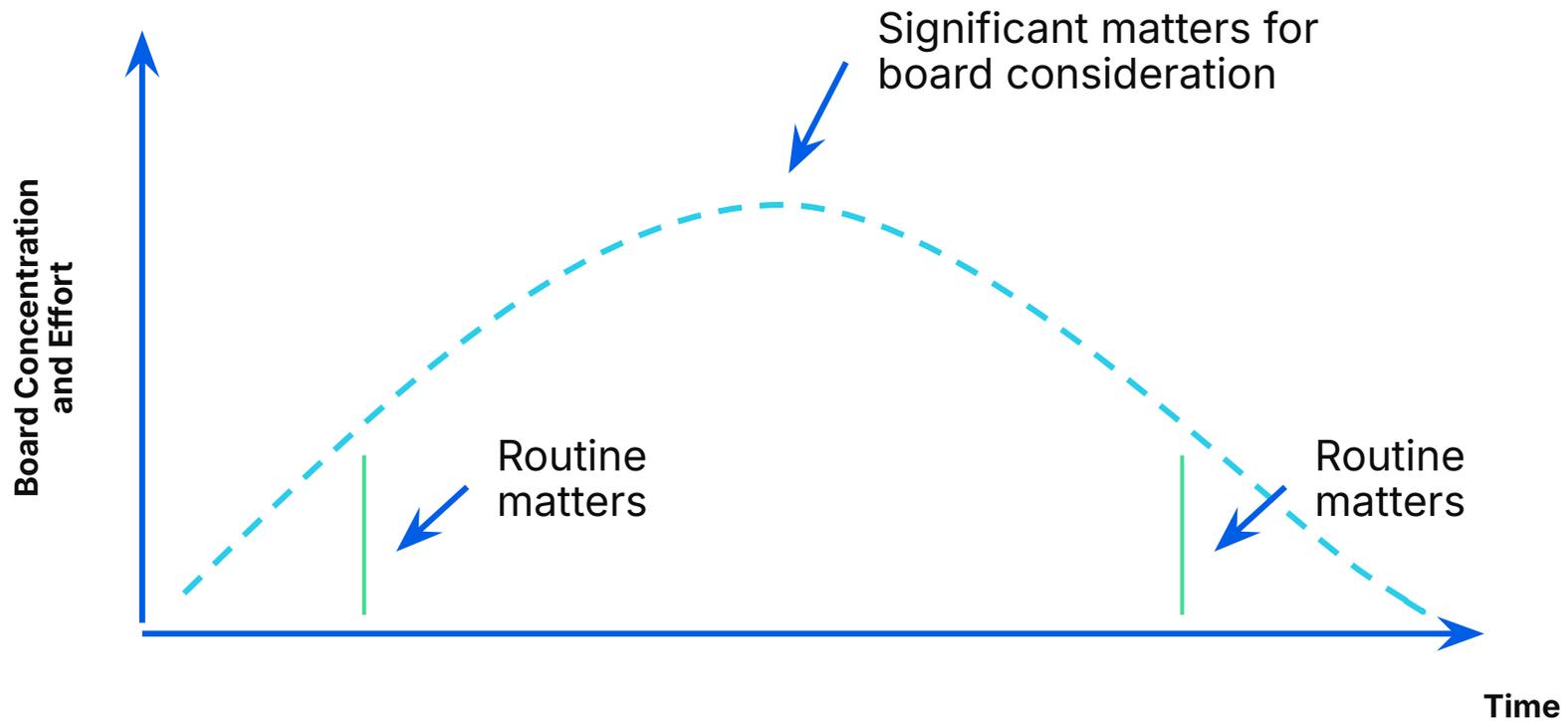
Steers the conversation



Guides behavior



The Meeting Agenda Flow



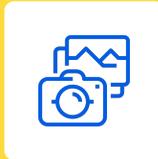
© Julie Garland McLellan 2005, reproduced with permission



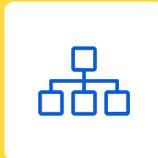


2

Create a cover sheet



Photograph of key work



Reminds directors why the organization exists



Explore your mission moment



3

Strategy ahead of operational matters

01.

Avoids 'rabbit holes'

02.

Prioritize first for strategic matters

03.

What keeps the CEO awake at night?



4

Use a consent agenda

> or....a 'block agenda'

Reduces time on ' for noting only'

Group of items placed together

48 hours before the meeting

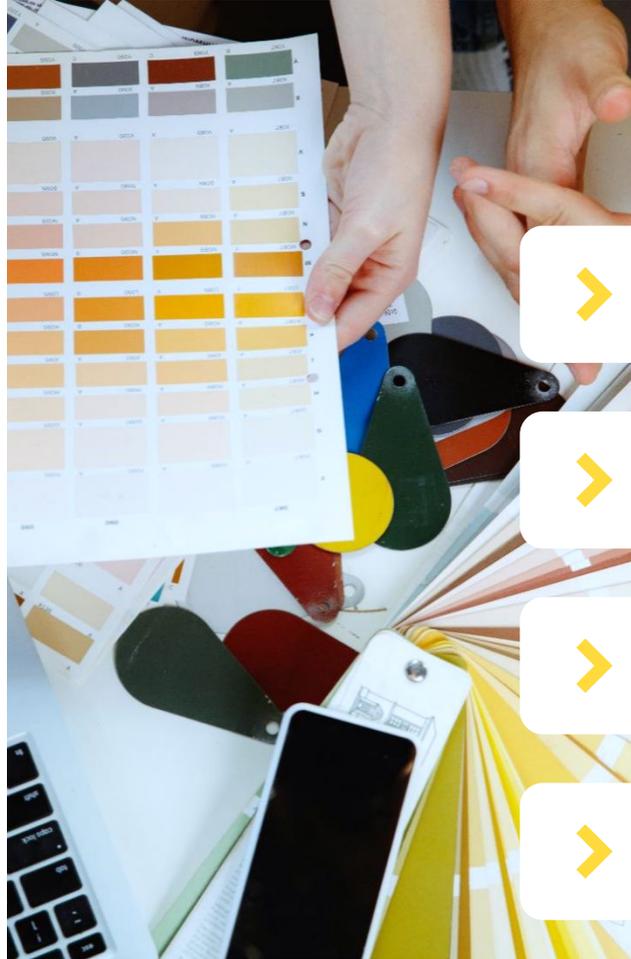
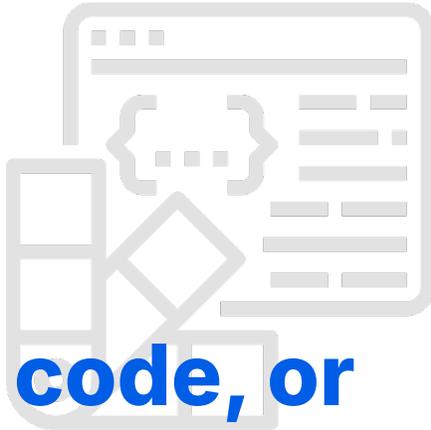
At the discretion of the chair





5

**Color code, or
better still, use
BoardPro !**



> **"Items for Noting"**

> **"Items for Discussion"**

> **"Items for Decision"**

> **"Items for Information"**





7

Careful use of ratios

When determined in advanced, some selected, key ratios can help the Board to focus on the strategic issues behind the finance and other numbers

01. Create a legend to explain what they mean
02. Define trigger points for action

> 4 TYPES OF RATIOS

PROFITABILITY RATIOS

How well does the company generate profits?

LEVERAGE RATIOS

How extensively is the company using debt?

LIQUIDITY RATIOS

Does the company have enough cash to pay the bills?

EFFICIENCY RATIOS

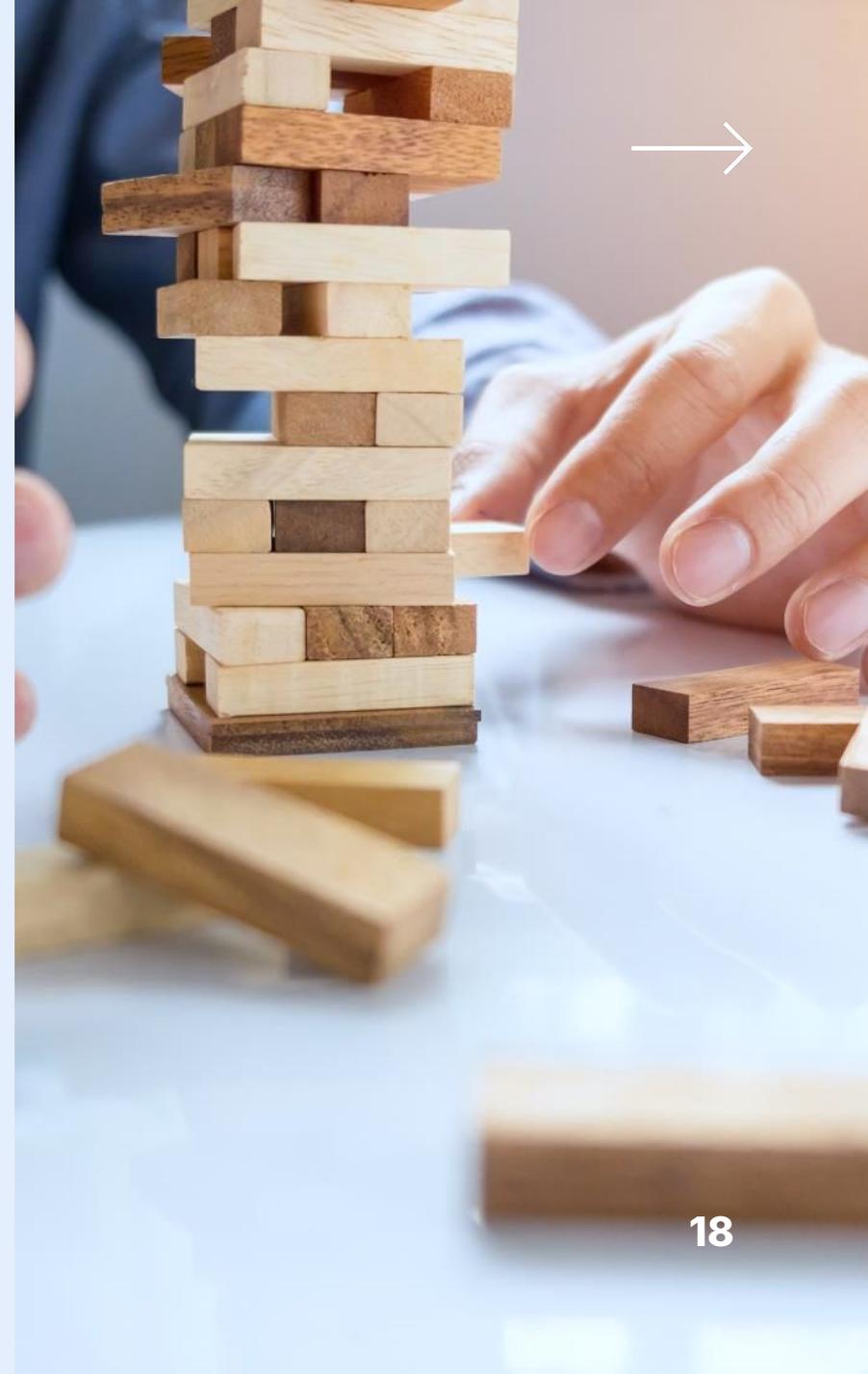
How efficiently does the company use its assets and capital?



8

Manage 'board owned risks'

- Separate classification for board owned risks
- CEO and exec team must remain vigilant over all risks
- Risks can be opportunities



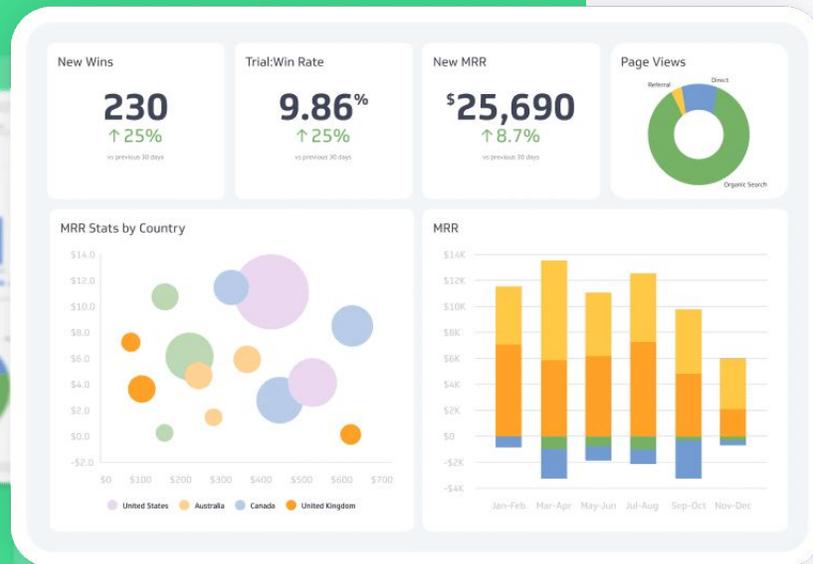


9

Use dashboards... sparingly

These summary style reports can graphically represent and summarize key data

01. Measure items of real impact to the organization
02. Include 'people' and 'culture' measures
03. Trend information is very useful





Leading



Influence future
performance

Analyze
past performance



Lagging

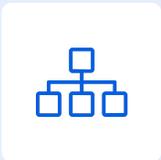
10

**Use leading
indicators not
lagging
indicators**



12

The CFO and CEO Declaration

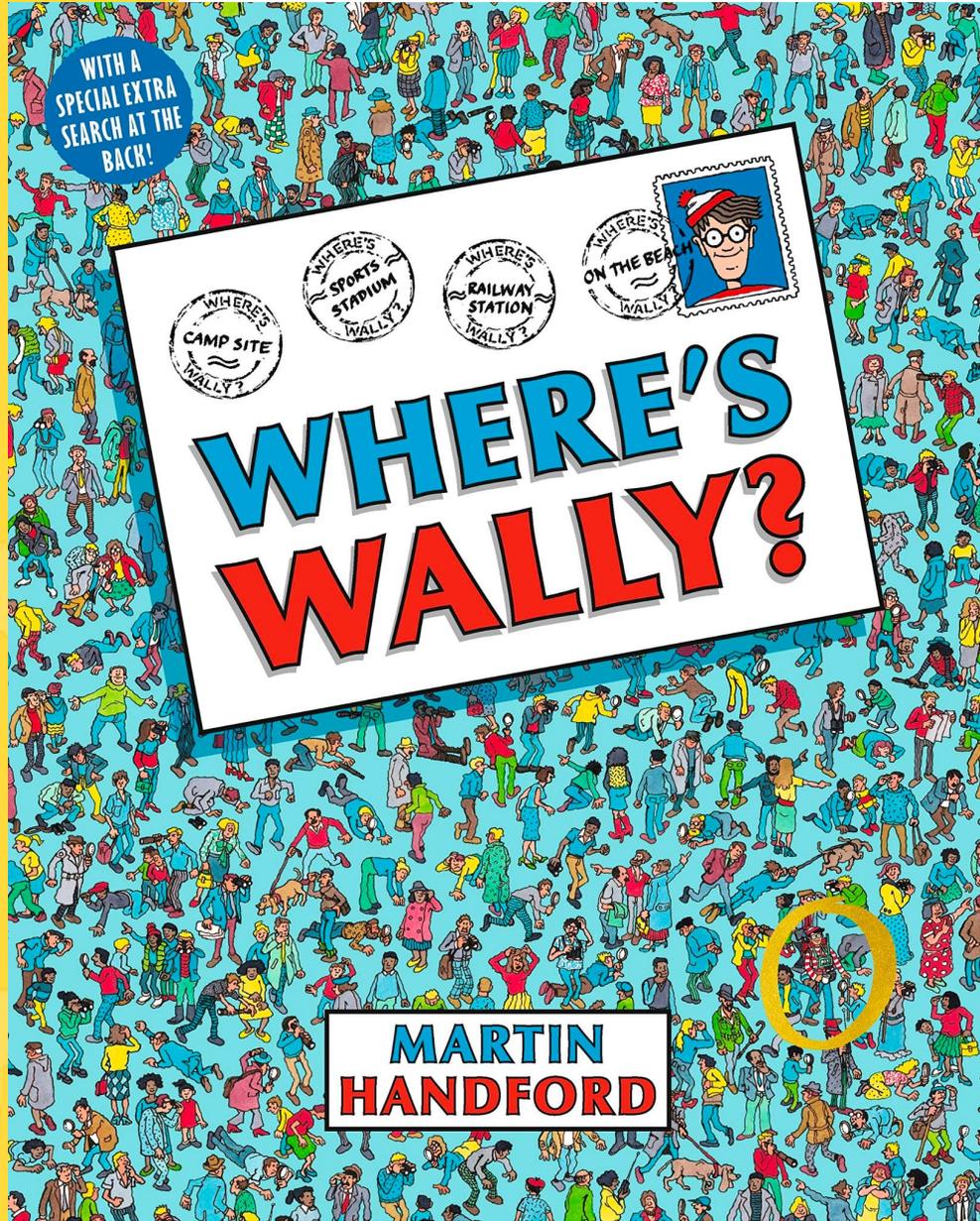


The organization is solvent



Key payments update







CONSCIOUS  GOVERNANCE

XYZ Ltd
AGENDA
Board of Directors

A Strategically Focussed Agenda for the Board Meeting...

The Consent Agenda technique used in this Agenda is a powerful tool that reduces the amount of time spent on reports that are 'For Noting' only. This is sometimes called a Block Agenda (Le where a group of items are placed together and approved by the Board as a 'block').

Note to Directors: An Agenda item with the green background colour means this item is for Noting Only, and these items will be voted to be accepted as group (or as a block item) under Agenda Item 4. Up to 48 hours before the meeting, Board Directors may request that the Chair take an item off the Consent Agenda item so that it can be discussed by the full Board. It is at the discretion of the Chair whether to allow the item to be moved onto the Agenda for discussion (or not).

Insert **Vision Statement** here – The Chair and CEO can use this to focus the discussions.

Date:		Thursday 19 July 2022
Time:		2:15pm to 4:30pm
Location:		Macquarie Room, 60 Martin Place Sydney
		Zoom URL: TBA
TO BE PRESENT		
Board of Directors:	AB (Chair), CD (Dep Chair), EF (Treasurer), and Directors GH, IJ, KL, MN.	
Management:	YZ (CEO), WX (GM), UV (GM),	
Apologies:	Director OP	
Secretariat Support:	ST (EA to CEO)	



The Strategic Agenda Template



In association with

CONSCIOUS  GOVERNANCE

The Strategic Agenda Template



Dashboard

Boards

AJAX

Meetings

Actions

Decisions

Between Meetings

Documents

People

Interests

Committees

Settings

Build agenda



Select an option below to start building your agenda.

Clone another agenda

Best practice template

Strategic agenda template

Build an AI agenda New

Cancel

Build agenda

No Agenda

Build Agenda

Attendees/Apologies:

Attendees

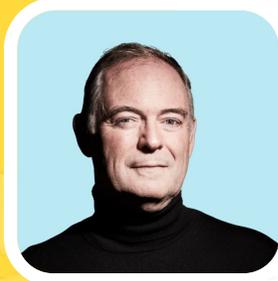
Apologies

Content Director Sean
McDonald



Julie Garland McLellan

in www.linkedin.com/in/juliegarlandmclellan



Steven Bowman

in www.linkedin.com/in/stevenbowmangovernance



in www.linkedin.com/company/boardpro-limited



Webinar Schedule

2026

boardpro.com/resource-centre/webinars

261.	Setting your strategic board agenda	Recorded
262	How to continually refresh your annual board strategy	Feb 12
263.	The Pathway to Re-registration for Incorporated Societies	Feb 19
264.	Creating effective minutes for your board meeting	Feb 26
265.	Developing your annual board work plan	March 5
266.	New Product Demonstration: Annual work plan tool	March 11
267.	Managing conflict in the boardroom	March 12



Thank you

