



Webinar

The importance of the board consent agenda

With Julie Garland McLellan



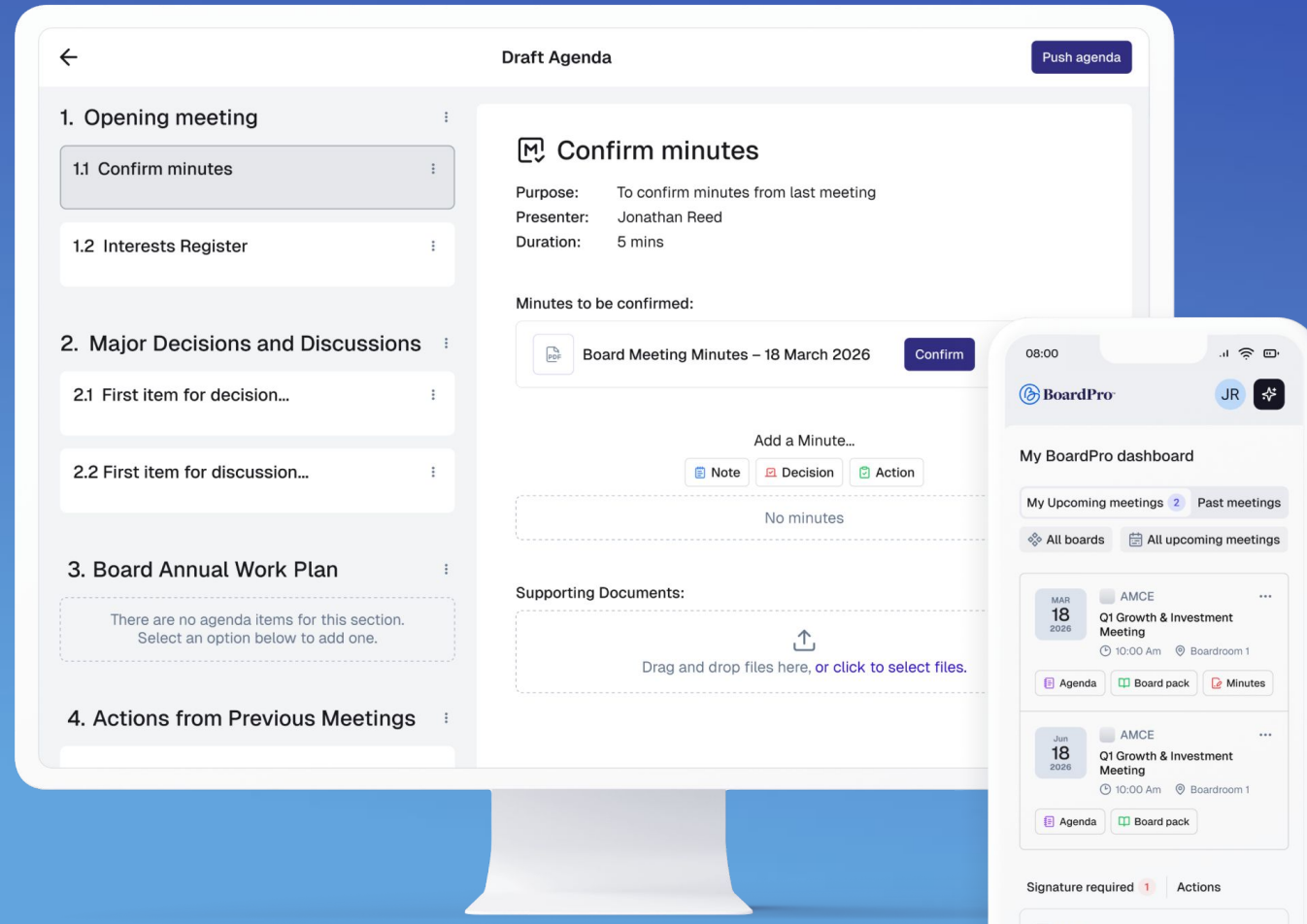


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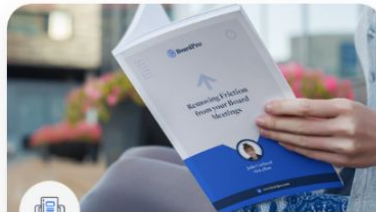
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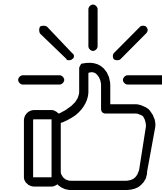
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Slides, webinar video, and transcript will be sent to you. Sit back, relax and enjoy the conversation





**Julie Garland
McLellan**

Managing Director
Directors Dilemma



**Dauniika
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Senior Partner
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Practice Leader
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Common complaints



Directors don't prepare so meetings get bogged down



Directors prepare but meetings still get bogged down



Time wasted on routine or non-decision items



Result: exhausted directors, unfinished agendas, strategy left untested



What is a consent agenda?

01

Bundles routine, non-controversial papers into one agenda item

02

Adopted with one motion and one vote — no discussion

03

Any director can request removal of any item for separate discussion



Key Principles

Board still receives and reviews material



Meeting time focused on

Collective Discussion

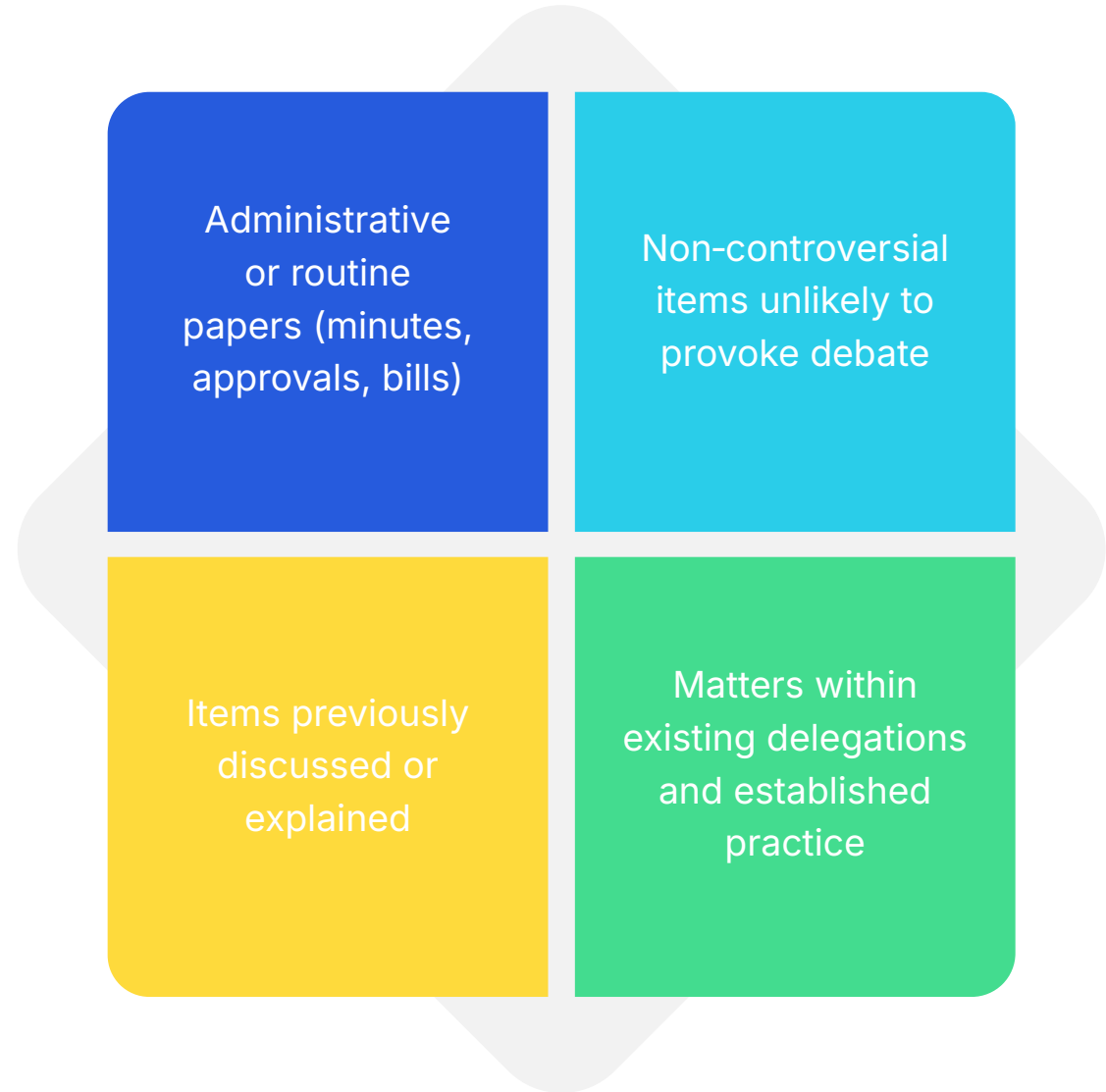
Director Input

Forming a Shared View

Making choices and decisions



Good candidates for consent agenda





What I put into my consent agendas

01

Previous meeting minutes
(previously agreed by all present)

04

Correspondence

02

Routine staff activities within
delegation

05

Attestations/Acquittals

03

Regular financial and operational
reports

06

Registers of interests



Introducing consent agendas to your board

- **Rollout** – get director agreement first
- Remind them when issuing the first papers with a consent agenda
- **Start small:** only obvious routine items initially
- **Communicate clearly:** how items are identified and how to extract
- Set an extraction window (e.g. 48 hours before meeting)
- Be firm on the rules – **NO** discussion of consent agenda
- Remind them they still have duty of care
- Guide and reassure
- Expect it to take a few meetings to become part of the DNA



Meeting mechanics



- ▶ Consent agenda listed as single line item; constituent papers enumerated



- ▶ Chair asks if any director wishes to remove an item (for minutes – removal should have already been flagged at least 24 hours before)



- ▶ Adopt consent agenda with one motion; removed items discussed in the most relevant place on the agenda



- ▶ Minutes must record adoption of the consent agenda and list constituent papers and any extracts



Policy & governance updates



01

Update agenda-setting policy to allow consent agenda placement

02

Suggested wording for governance manual (brief sample sentence)

03

Record extraction process: who may request, timing, etc.



Practical Tips



- 01** Review consent agenda scope periodically and adjust as trust develops
- 02** Group similar papers (e.g. finance items)
- 03** Encourage pre-meeting extraction requests with a rationale
- 04** Keep an audit trail in minutes
- 05** Review consent agenda scope periodically and adjust as trust develops



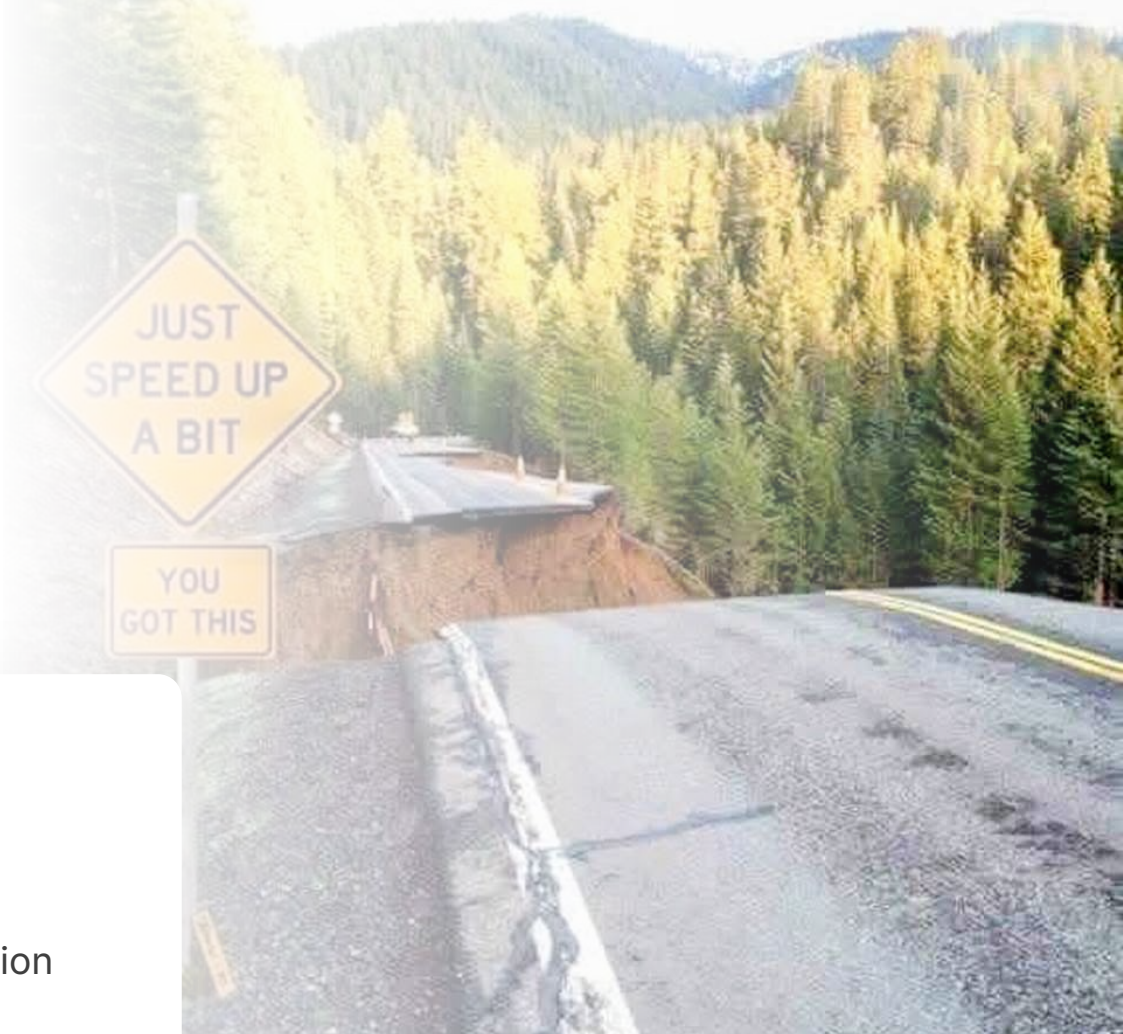
When NOT to Use a Consent Agenda



Exclude items involving strategic judgement, reputational risk, material finance or policy precedent



If management explanation or debate is needed

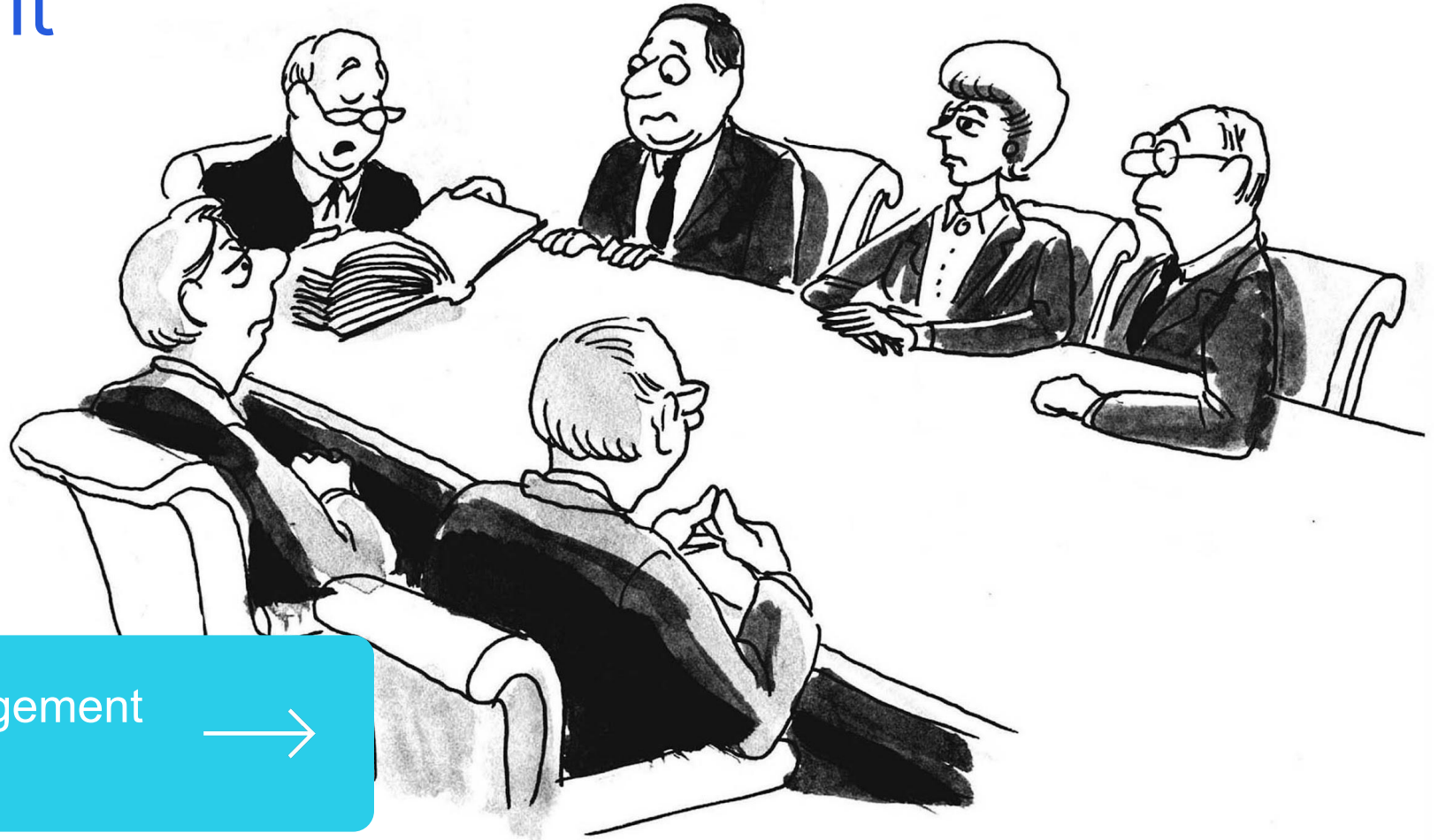




Why it's worth it



Frees time for high-value discussion, improves governance efficiency



"First, the Rules of Engagement for this meeting" →



Over to You For Questions?





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Webinar Schedule

2026

275.	Your New Board Director Journey - Where do you start	April 16
276.	To pay or not to pay your directors	April 23
277.	Who sank the boat? The complexity of psychosocial hazards in practice	April 30
278.	Induction planning for new directors (3-6-12 months)	May 7
279.	Beyond Compliance: Turning Risk into Strategic Insight	May 14
280.	What is healthy governance?	May 21



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