BoardPro™

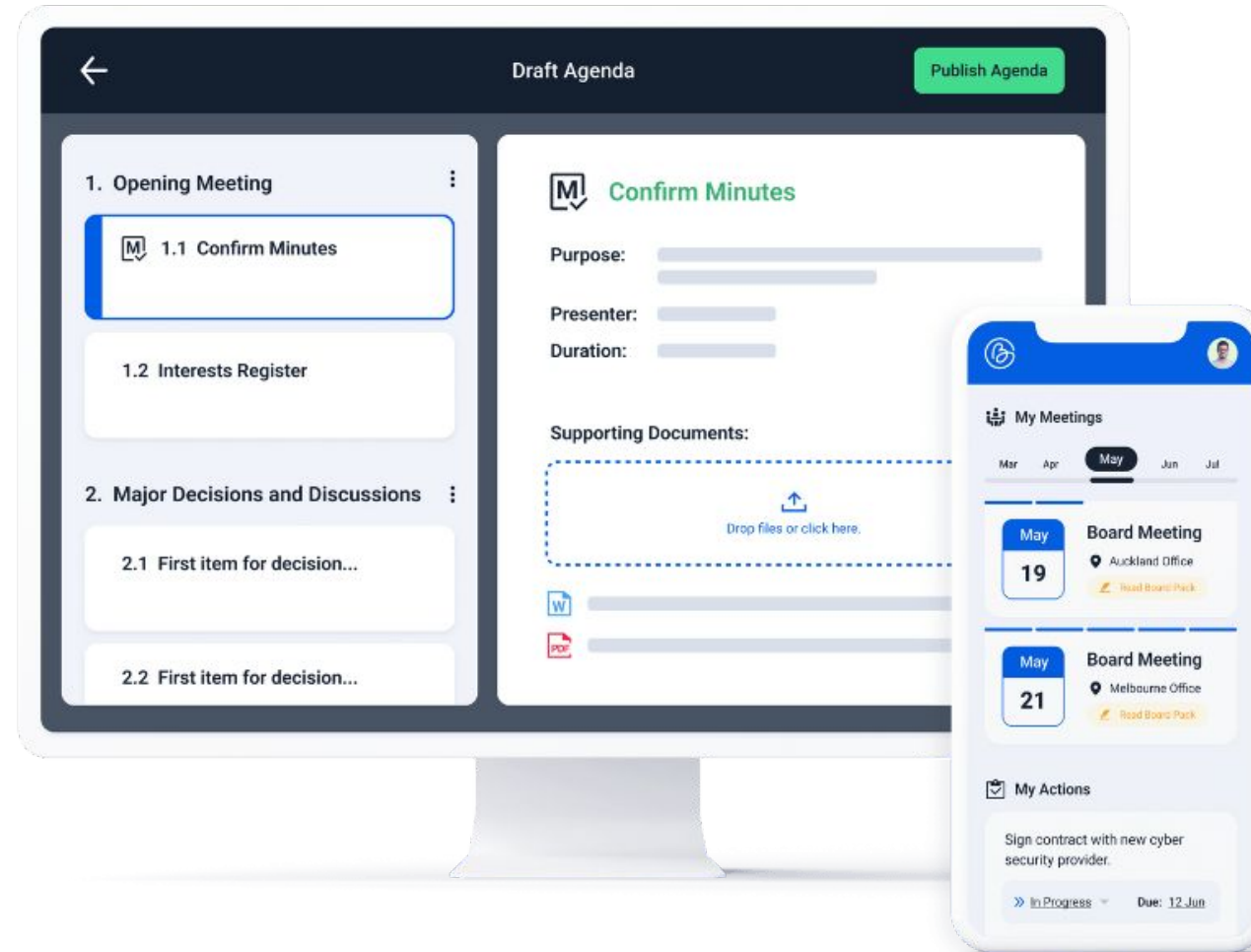## LIVE WEBINAR

Going Paperless in the Boardroom:

Tips for Transitioning to a Board Portal

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.

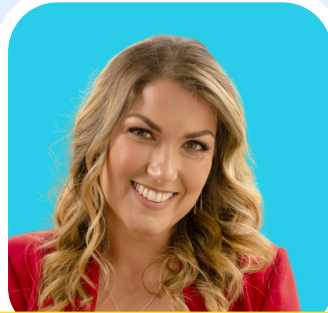| Content type ⌄ | Topic ⌄ | Persona ⌄ | Search 🔍 |

Slides, webinar video, and transcript will be sent to you. Relax, listen and ask questions

Jen Butler

Managing Director
Absolute Gems

Dauniika Maclean

Managing Director
Board Administration Services

Helen van Orton

Managing Director
Directorly

Going Paperless: Transitioning to a Board Portal

Embrace governance software for your organisation. This webinar guides you through the journey from paper to digital board management.

→

Eliminating Security Risks

01 **Email Risks**

Prioritise simplicity and intuitive navigation for board members.

02 **End-to-End Encryption**

Board portals offer role-based access, multi-factor authentication (MFA), and encrypted document storage.

03 **Secure Conversations**

Board portals provide a secure discussion forum for directors, preserving confidentiality.

04 **Audit Trails**

Every action is recorded, ensuring full governance transparency.

Smarter Decision-Making

01
One-Click Approvals
Prioritise simplicity and intuitive navigation for board members.

02
Version Control
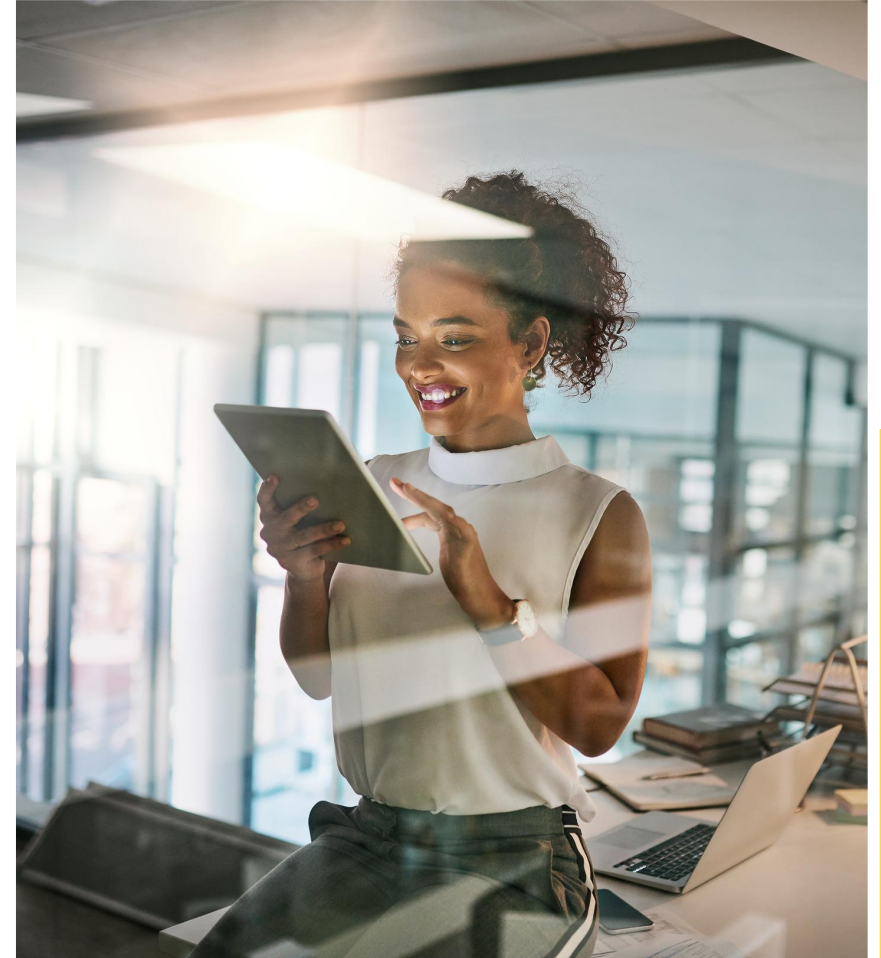Directors always see the latest version in the portal.

03
Actionable Insights
Automated follow-ups and reminders ensure agreed actions don't get lost.

04
Global Flexibility
Remote or international directors can review, comment, and approve papers seamlessly.

Intelligent Boardroom

Annotate & Dictate

Directors can highlight text, leave comments, or dictate notes directly in the board pack.

Structured Q&A

Questions about board packs can be logged directly within the system.

01　　**02**　　**03**　　**04**
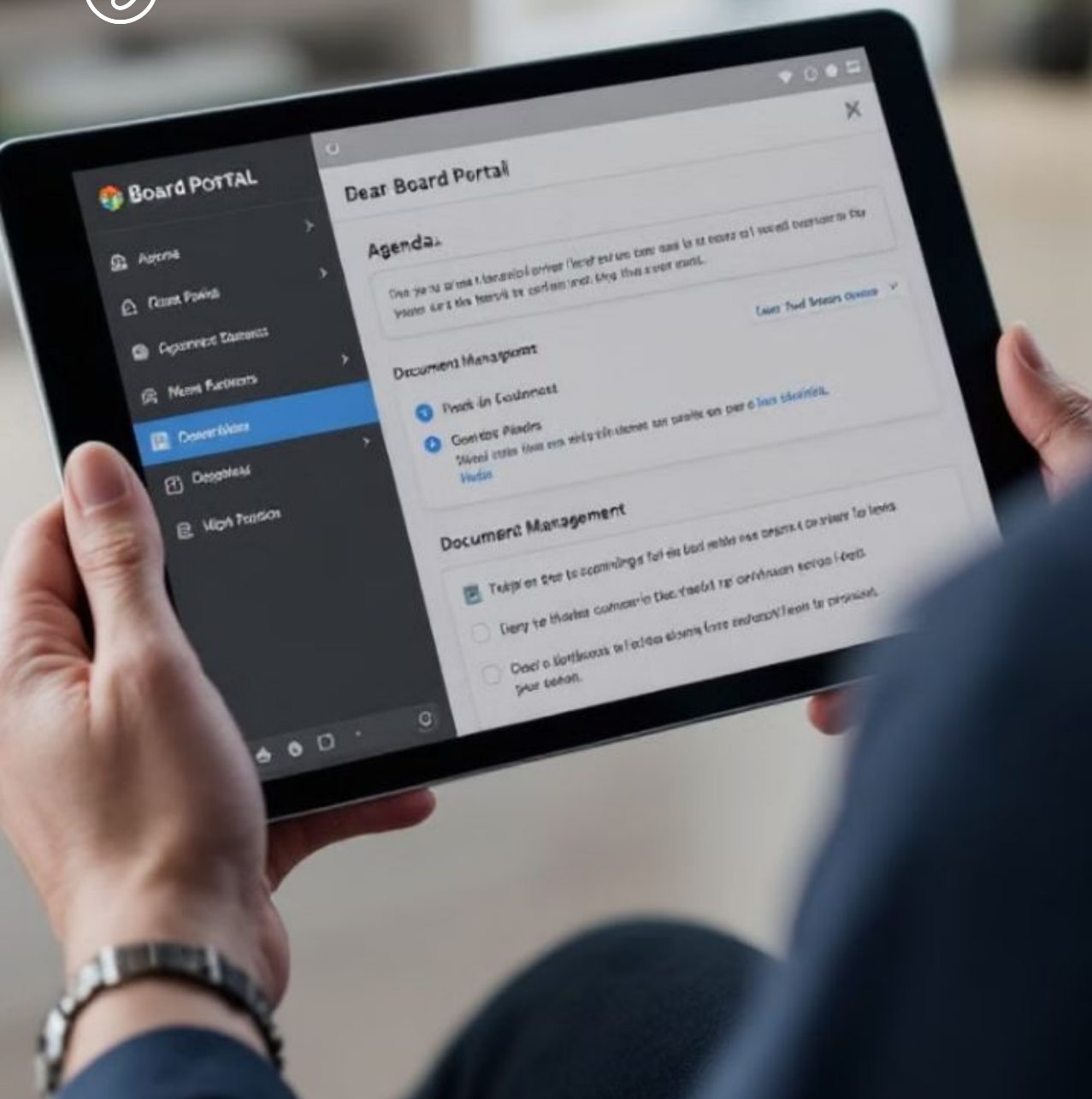
Advanced Search

Instantly search through meeting minutes, resolutions, or reports.

Director Inductions

New board members can quickly access past minutes, decisions, and governance policies.

Choosing the Right Portal

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User Experience

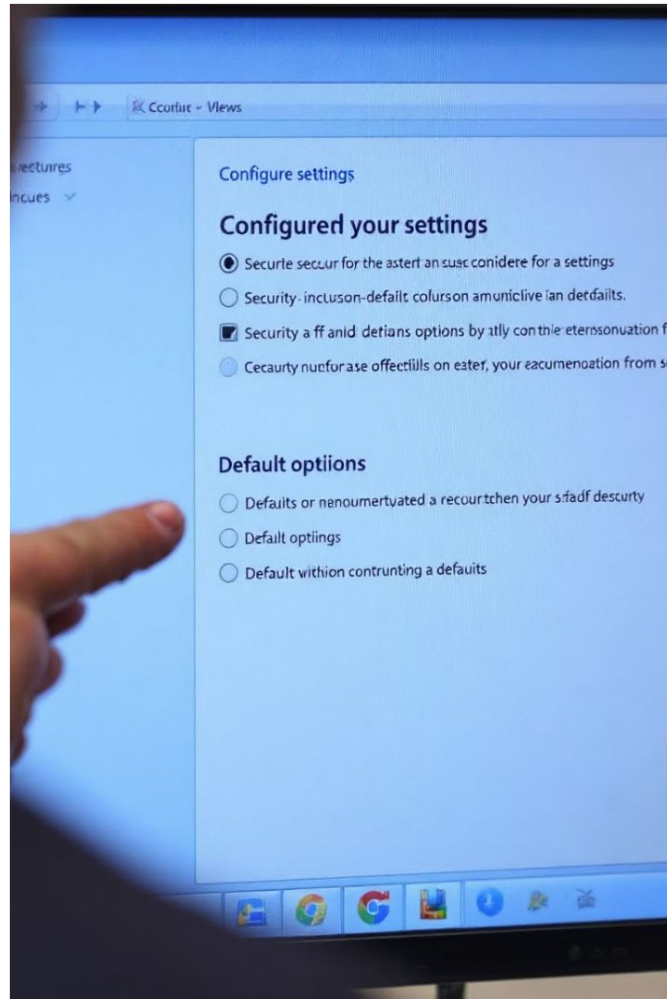Prioritise simplicity and intuitive navigation for board members.

Functionality

Look for easy agenda creation, document management, and offline access.

Security and Support

Ensure robust security features and responsive customer support.

Setting Up Your Portal

Configure Security Settings

01 Set up access levels for board members, executives, and support staff.

Adjust Default Settings

02 Customise meeting locations, quorum rules, and notification preferences.

Import Previous Minutes

03 Add recent board meeting agendas and minutes for continuity.

Automating Governance Processes

Actions List

Transfer outstanding actions from paper to the digital system.

Interests Register

Populate the automated register with existing information.

Annual Work Plan

Load compliance obligations and key dates into the portal.

Organising Digital Governance Folders

→ **Compliance**

Store certificates, insurance policies, and indemnities.

→ **Induction and Governance**

Keep constitution, code of conduct, and governance manual here.

→ **Board Member Room**

Store contact information and appointment letters for directors.

→ **Resource and Reading Rooms**

Organise non-essential papers and informative articles separately.

Creating Your First Digital Agenda

Assess Current Agenda

01

Review your agenda structure for best practices.

Explore Templates

02

Try out various templates provided by the portal.

Customise

03

Tailor the agenda to suit your organisation's needs.

Training Board Members

1 **Welcome Email**
Send a concise how-to guide for the portal and send the invitation to sign up to the portal straight after this.

2 **Group Training**
Schedule a 15-minute walkthrough session.

3 **Group and Individual Follow-up**
Offer one-on-one support as needed.

4 **Publishing and using the portal**
Hand hold through the first Agenda, Board Pack and Minutes

5 **Ongoing Support**
Send regular tips and reminders for key features.

Ongoing Support and Best Practices

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01 **Help Resources**

Provide clear instructions on accessing portal help features. Sign up for product newsletters to stay updated.

02 **Continuous Learning**

Encourage exploration of the portal. Become the expert your board relies on for digital governance.

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Thank you