

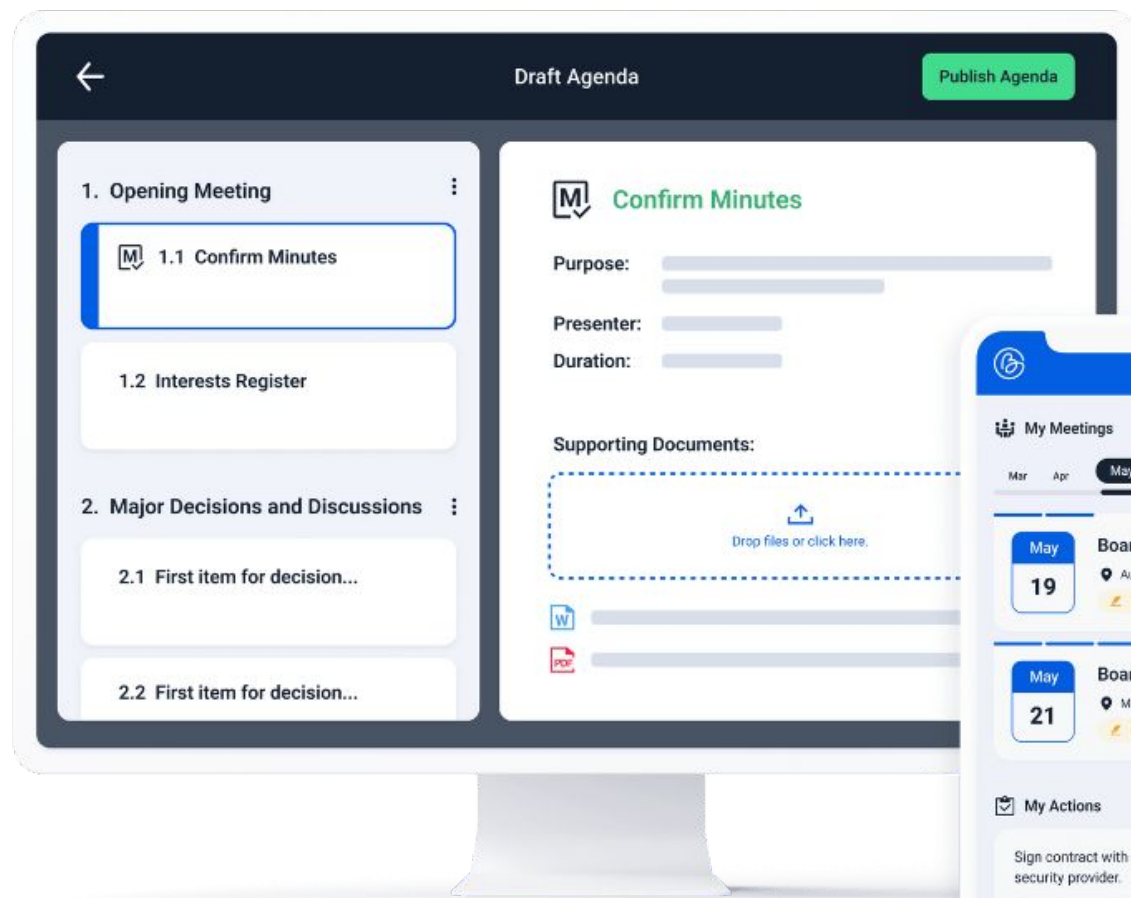


Setting your strategic board agenda

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







Draft Agenda

Publish Agenda

1. Opening Meeting

1.1 Confirm Minutes

1.2 Interests Register

2. Major Decisions and Discussions

2.1 First item for decision...

2.2 First item for decision...

Confirm Minutes

Purpose:

Presenter:

Duration:

Supporting Documents:

Drop files or click here.

Word icon
PDF icon



My Meetings

Mar Apr May Jun Jul

May 19 Board Meeting
Auckland Office
Read Board Pack

May 21 Board Meeting
Melbourne Office
Read Board Pack

My Actions

Sign contract with new cyber security provider.

In Progress Due: 12 Jun

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

www.boardpro.com/resources



Steven Bowman

Director
Conscious Governance



Brett Herkt

CEO - Co Founder
BoardPro



Georgia Henry

CEO
Henry Reed



**Slides, webinar video,
whitepaper, template
and presentation will be
sent to you.
Relax, listen and ask
questions**





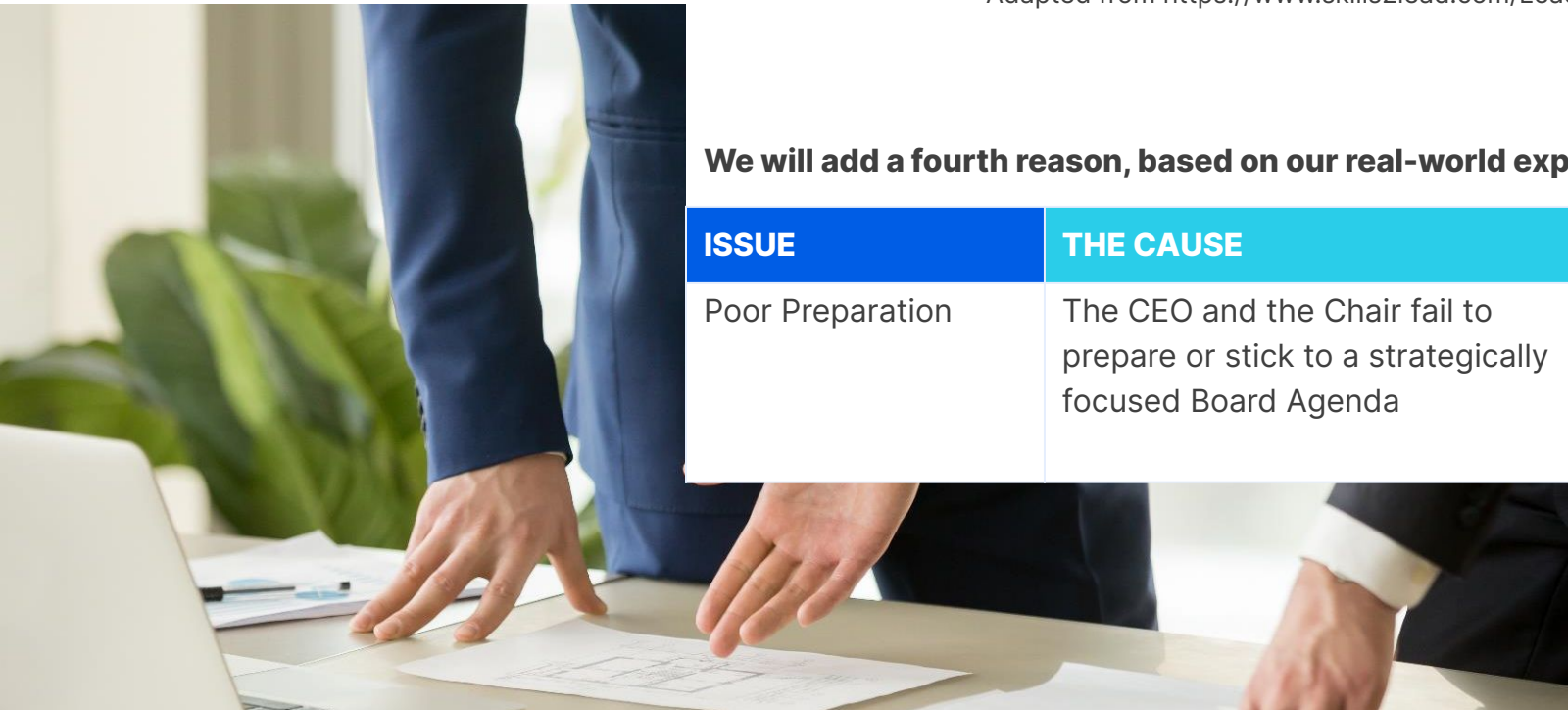
Context

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 understand and are comfortable with operations	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 focused 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

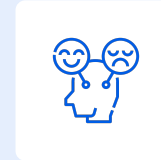
1



Why your organization exists



Steers the conversation



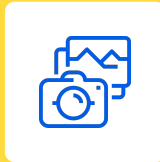
Guides behavior



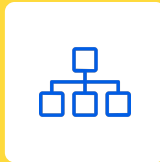


2

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' points only

Group of items placed together

48 hours before the meeting

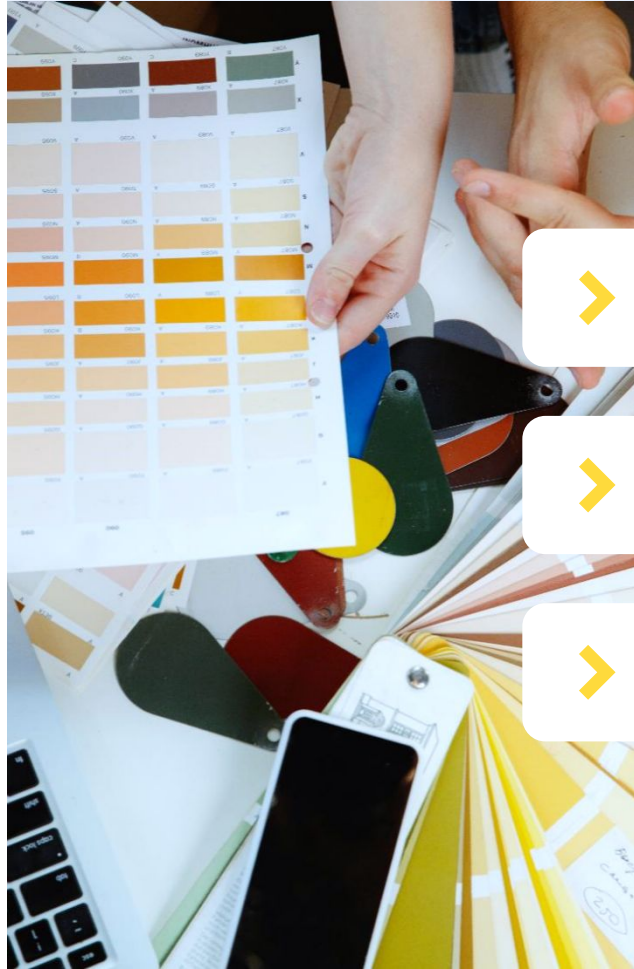
At the discretion of the chair





5

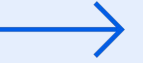
**Color code
or note, or better
still, use a board
portal**



➤ **“Items for Noting”**

➤ **“Items for Discussion”**

➤ **“Items for Decision”**





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



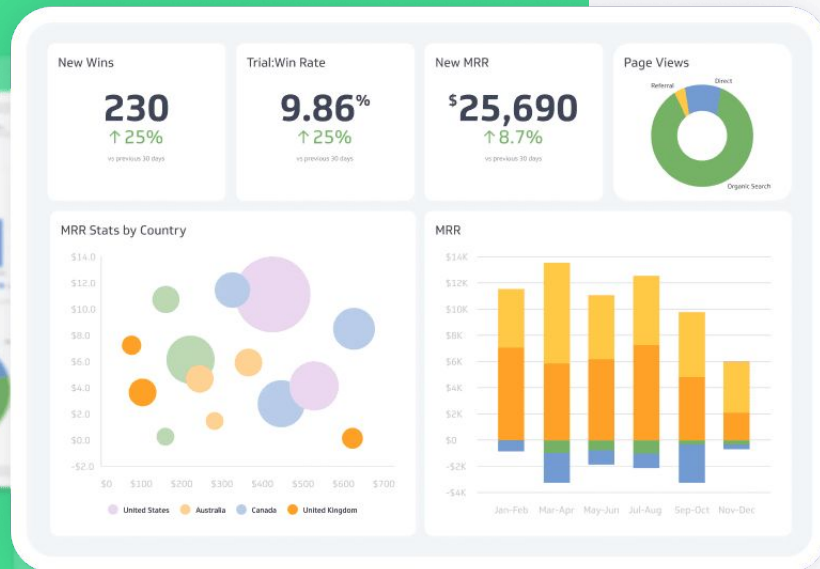


9

Use dashboards... sparingly

These summary style reports can graphically represent and summaries 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**



11

Measure the right things

➤ Client and target numbers

➤ Clients lost

➤ Benchmarks

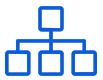




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The CFO and CEO Declaration



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').

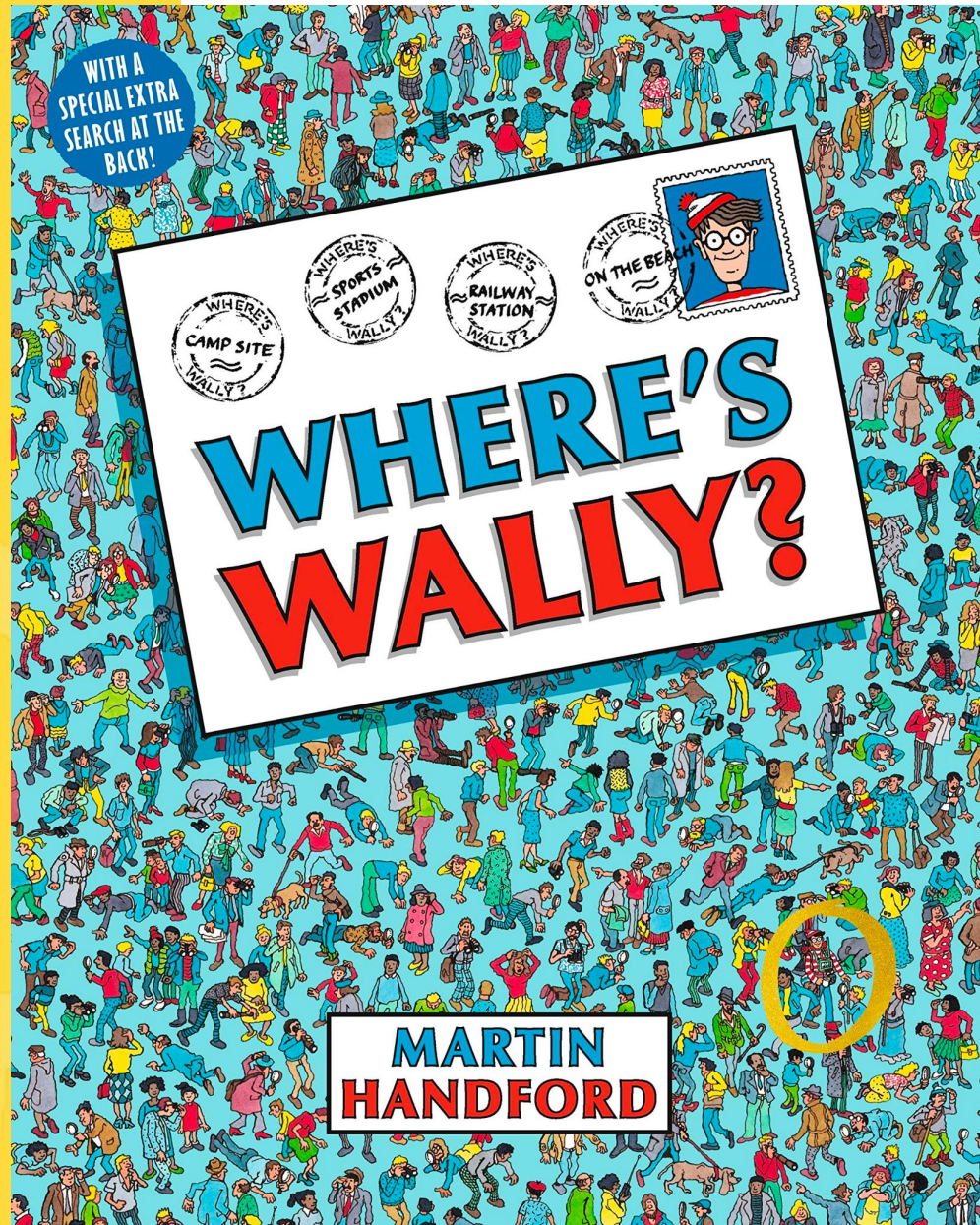
Note to Directors: An Agenda item with the green background colour means this item is for Noting Only, and these items will be voted to be accepted as group (or as a block item) under Agenda Item 4. Up to 48 hours before the meeting, Board Directors may request that the Chair take an item off the Consent 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





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Webinar Schedule

<https://www.boardpro.com/resource-centre/webinars>

53. ASK me anything Governance On Demand

54. How to avoid death by Hubris at the board table On Demand

55. Benchmarking board performance: 500 board reviews later On Demand

56. M & A - How to improve the likelihood of success! On Demand

57. Why a good board needs a solid connection with their CEO On Demand

58. Setting the strategic board meeting agenda On Demand

59. How to create effective minutes for your board meetings Sept 7

60. How to continually refresh your annual board strategy Sept 21





Thank you

