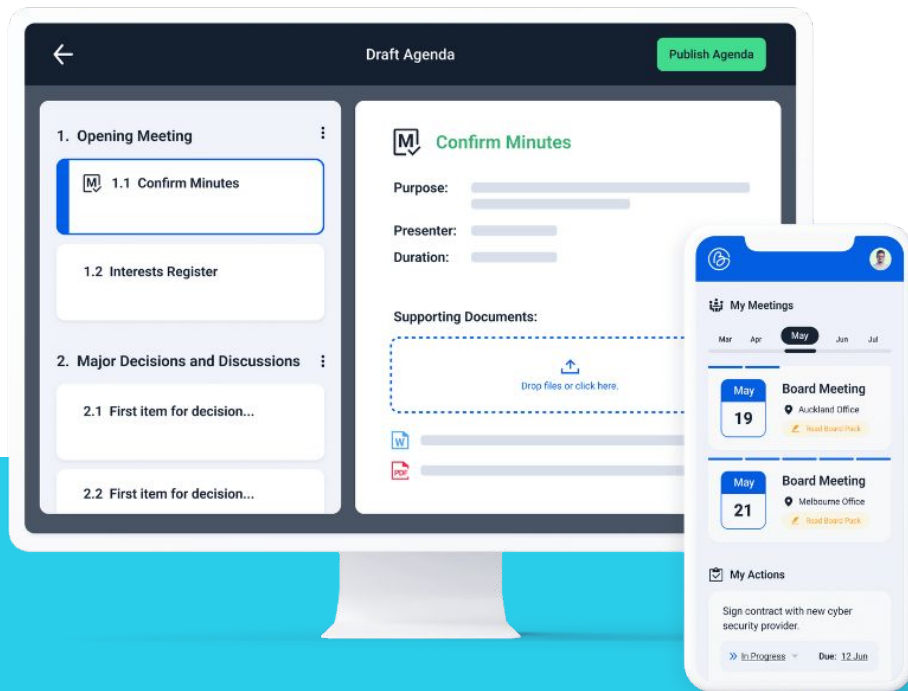




Seven costly mistakes of board packs and how to fix them









Making the fundamentals of governance free and easy to implement



Slides, webinar video,
and white paper will be
sent to you.

**Relax, listen and ask
questions**





Managing Director

Jo Kelly

—> [Independent governance services](#)



Managing Director

Steven Bowman

—> [Conscious Governance](#)



Managing Director

Lisa Cook

—> [Get On Board Australia](#)



Founder

Lucas Patchett

—> [OrangeSky](#)



1 Poor organisation and structure

A poorly organized board pack can be difficult to navigate and may cause board members to miss important information.



To fix this, create a clear and logical structure for the board pack, using headings and subheadings to group related information together.



2

Too much or too little information

Providing too much information can be overwhelming for board members, while too little information can leave them feeling uninformed



To fix this, focus on including the most important information that the board needs to make informed decisions.

3 Inadequate preparation and review



Failing to prepare and review the board pack thoroughly can result in errors and omissions that may have serious consequences.



To fix this, allocate enough time to prepare and review the board pack carefully before distributing it.



4 Not including supporting documentation

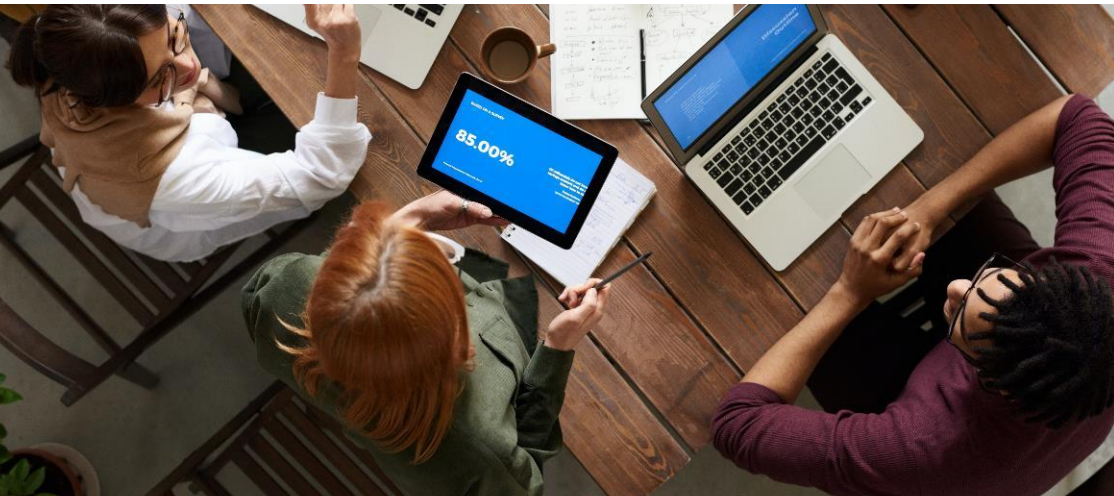
Supporting documentation can provide important context and help board members make informed decisions.

To fix this, include relevant supporting documentation, such as financial reports, market research, and legal documents, in the board pack. Including these as appendices keeps board reports focused and concise.



5

Lack of clarity and transparency



Board members need to understand the information presented in the board pack to make informed decisions.

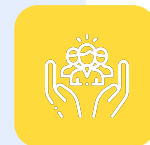
To fix this, use clear and concise language and avoid jargon or technical terms that may be unfamiliar to board members.



6 Failing to solicit feedback

Board members may have valuable insights into how the board pack can be improved.

To fix this, solicit feedback from board members regularly to ensure that the board pack is meeting their needs and expectations.





7 Insufficient security and confidentiality measures:

Board packs contain sensitive information that should be protected from unauthorised access or disclosure.

To fix this, implement appropriate security and confidentiality measures, such as password protection, encryption, or secure file sharing platforms.



By addressing these common mistakes, you can improve the quality and effectiveness of your board packs and ensure that your board members have the information they need to make informed decisions







Questions



Managing Director

Jo Kelly - [linkedin.com/in/jo-kelly-independentgovernance](https://www.linkedin.com/in/jo-kelly-independentgovernance)

—> [Independent governance services](#)



Managing Director

Steven Bowman - [linkedin.com/in/stevenbowmangovernance](https://www.linkedin.com/in/stevenbowmangovernance)

—> [Conscious Governance](#)



Managing Director

Lisa Cook - [linkedin.com/in/lisamcook](https://www.linkedin.com/in/lisamcook)

—> [Get On Board Australia](#)



Founder

Lucas Patchett

—> [OrangeSky](#)



Webinar Schedule

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

-
- | | | |
|-----|--|----------|
| 44. | The importance of a rigorous annual board work plan | March 23 |
| 45. | Diversity of thought - Could this be your board superpower | April 6 |
| 46. | Seven costly mistakes of board packs and how to fix them | April 13 |
| 47. | How technology helps get things done in the boardroom | April 27 |
| 48. | Handling a crisis while managing your board and stakeholders | May 4 |
| 49. | AI essentials for governance | May 11 |
| 50. | ASK ME - Everything Governance Roundtable | May 25 |
-



Thank you
