

Masterclass - Module 4

Process and other issues

Julie Gasland McLellan LEADERSHIP. CLARITY. ACTION.

Agenda

Understanding boards' information needs Module 1 Case study: Centro Writing for boards – Content and context Module 2 Case study: James Hardie Industries Summarise, Simplify and Structure Module 3 Case study: Social Philanthropy ANZ Process and other issues Module 4 Case study: Centro and James Hardie Industries





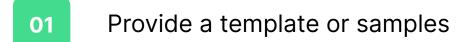
Module 4

Process and other issues



Commissioning





02 Set word limits

Be clear about the importance

Establish the timelines

Provide a source of background information

Train The Writers



Anticipate Questions

Review the paper with your peers

Show it to your family and friends?

Get an expert to review it

Ask them to highlight:

01

Things that are not clear

02

Areas they want to know more about

03

Problems they are worried about



Process and protocols for questions after papers issued



- Routed through CEO, Co Sec, or Chair
 Response direct or via CEO, Co Sec, or
- Copy all directors in response or just the
- one who asked

Chair

- Time to respond (avoid JHI tabled papers)
- -> Formal or informal channels



Committees

- More depth than board papers
- Likely to have more focused expertise
- Need to record committee activities in minutes that your **board** will understand





You only succeed if you make it back out alive!





Follow up

O1 Summarise agreement or decisions for the minutes

O2 Agree next steps

- 03 Identify any deliverables
- A 'Thank you' never does any harm!



Case Study

Centro and James Hardie





Help everyone who writes to your board in future

Thorough brief for writers:

- → Board likes and dislikes
- → Templates or preferred format
- → History of this topic with board

- Context outside their area of expertise
- As much strategy as you can safely share

End of module 4



Do you have any questions?



What was the most insightful idea you gained today?



What will you do differently from now on?



Hungry for more?

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