The Company Secretary's guide to choosing new technology - Part 1

Part 1: Pinpoint your priorities

Want to improve the way you run your board meetings – but not sure where to begin?

Use this guide to help you identify the best solution for your board, based on your organisation's priorities and experience with technology so far...

Are you...

AN EFFICIENCY EXTRAORDINAIRE?

Your priority is efficiency and security when circulating board packs. Your obstacles may include the below...

- You spend a lot of time on manual meeting admin; whether it's chasing up reports or attaching lots of documents to lots of emails

- Members struggle to find the right information in the board pack or access old reports when needed

- You wish there was a more granular way of setting different permission levels for your board pack

- You often worry about information security

A MEETING MASTERMIND?

Your priority is stakeholder management and keeping meetings on track. Your obstacles may include the below...

- It's not easy to prioritise agenda items and track how much time you spend on them

- You want to demonstrate that you're representing every stakeholder in your discussions (as required under *S172 of the UK Companies Act*.)

- You're unable to manage multiple agendas at once or plan for the longer term

- Making last-minute changes to the agenda throws other items off-kilter and causes confusion

A GOVERNANCE GURU?

Your priority is high-quality meetings & continuous improvement across the board. Your obstacles may include the below...

- Report writers aren't clear on what to include, and you often end up getting too much of the wrong information

- As consequence, boards aren't given the information needed for informed decision making

- You need a consistent way of upskilling board members to write quality reports and have focused discussions

BOARD INTELLIGENCE
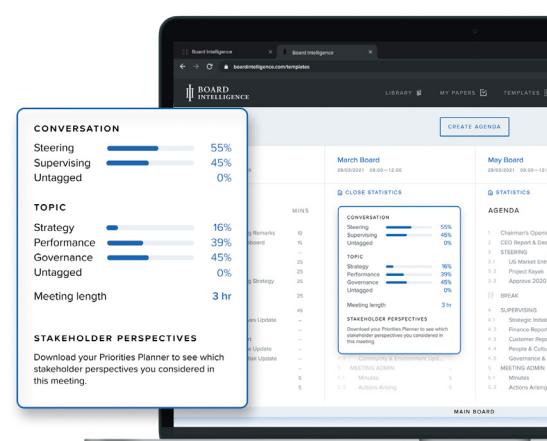
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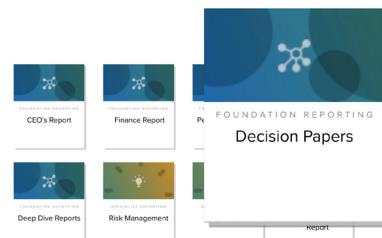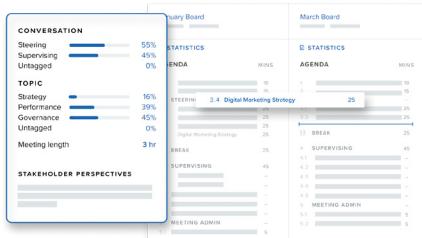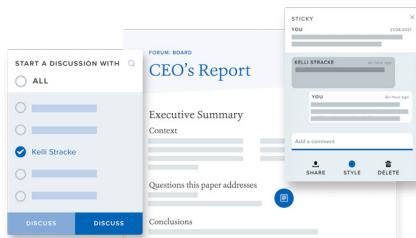
THE BOARD INTELLIGENCE PORTAL
for the efficiency extraordinaire...

A secure portal for report circulation and collaboration.

Key benefits:

Save time and workload. Our portal lets you collate board reports & distribute them in minutes, not hours

Flexibility and ease of use. Members can search for reports in minutes, and access them offline and on any device

Clear up confusion ahead of meetings. Members can highlight areas of uncertainty in the packs and ask questions, using our in-app chat tool

Feedback made simpler. Our annotation tool lets you feedback on papers in real-time, privately or publicly

Be sure no-one is seeing what they shouldn't. Set granular permissions for board packs and papers using our mistake-proof workflow

Peace of mind that your data is secure. Our client information is stored in the highest quality UK data centres (ISO 27001 and ISO 9001-certified)

AGENDA PLANNER
for the meeting mastermind...

An intuitive tool that sits within the Board Intelligence Portal, and lets you focus your meetings on what matters most.

Key benefits:

Evidence that you're having representative conversations. Tag and monitor your agenda items by stakeholder group and use meeting analytics to see where your board spends most of its time

Manage multiple agendas and plan further ahead. Manage all of your agendas from one place, drag and drop items between them, and plan your annual calendar in minutes

Minimise confusion when there are last-minute changes. When you amend agenda items, timings automatically update for that meeting. You can also link agenda items so that changing an item in one forum highlights the impact on another

TEMPLATES, TRAINING & TOOLS
for the governance guru...

In-house expertise from governance professionals who are committed to the continued improvement of your board.

Key benefits:

Report writers save time and workload. Our briefing tool allows board members to clearly define what should be included in each report, avoiding reporting time-sinks and information overload

No more decision making in the dark. Our suite of report templates will help your report writers consistently produce high-quality board reports that cover all bases and allow for informed decision making

Ongoing training from the best in the business. The Board Intelligence Academy distils our expert insights into courses, events, research and guidance.

Next steps: Request a personalised demo with a member of our team

BOOK A DEMO