

PREP Guide

Board or Committee Meeting Type: _____ Date: _____

Familiarize yourself with DirectorPrep's **PREP** framework™ on the last page of this worksheet.

Preview the material – *Do a quick review as soon as you get the board package.*

Minutes: Are there any past outstanding items?
What is the status of my tasks, if any?

Agenda: What is the main focus? Has enough time been allocated?
Are any changes or additions needed?
How do the agenda items fit with the strategic plan, priorities and goals?

Information: What is included in the package? How much time do I need to become familiar with it?

Read in detail – *Spend focused time with the material making notes as you go.*

What decisions will be made? What additional information might I need?

How might I consider goals or values to talk about a potential decision?

Which items could be contentious? What role might I play in those conversations?

Where can I add value and insightful questions?

Establish some questions – *Note your strategy, risk, people and financial questions.*

Strategy Questions:

Risk Questions:

People Questions:

Financial Questions:

Additional Questions:

Pick your priorities – *Choose one or two questions that align with your priorities.*

My priority questions:

1.

2.

Influence: Are there any fellow directors to connect with ahead of time?

Assess your readiness for the meeting with the DirectorPrep™
Board Meeting Readiness Checklist on the following page.

Board Meeting Readiness Checklist

- Were the board materials available to me in enough time to review them?
- Did I take enough time to prepare for the meeting?
- Is it clear what we are trying to achieve in the meeting?
- Does the meeting agenda focus on strategic issues?
- Are the issues coming to the board consistent with the strategic plan?
- Do I have items to add to the agenda? If so, have I alerted the Chair ahead of time?
- Is there time to fully consider all the items on the agenda?
- Am I conflicted on any matters to be addressed at the meeting? If so, have I informed the Chair of my conflict of interest?
- Do I understand the issues coming to the board?
- Do I have enough information to make informed decisions on the issues coming to the board? If not, where can I get the information?
- Am I ready to make a positive contribution to the meeting?
- Am I ready to think independently and make my views known?
- Do I understand and respect the role of the board vs. management?
- Am I ready to listen to and respect the views of others?
- Am I ready to accept and support the decisions confirmed by the board?
- How can I add value to the meeting?



Preview the material

Open your board package early to get an idea what to expect from the upcoming meeting.

1. Review the minutes of the previous meeting to provide context, refresh your memory, and help you get into the right headspace. Review the action items in the minutes. Are they connected to the items on the agenda? Are there any past outstanding items to follow up on? Are there any actions you were responsible for? If so, what's the status? Are you ready to report on them?
2. Review the agenda to see what topics will be coming forward. What is the main focus of the meeting? How do the agenda items fit with the strategic plan, priorities and goals? Note which items are particularly important and where decisions will be made. What information do you need to make those decisions? Has enough time been allocated? If you want to suggest additions or changes, alert the Chair ahead of time.
3. Do a quick review of the information and reports just to get an idea of what's there. What material is included? What is not included but should be? How much time will you need to set aside to become familiar with it?



Read in detail

After your quick review, think about the upcoming meeting. Read the material slowly and thoughtfully, making notes as you go. Spend enough time to really understand it.

1. Which items are you looking forward to and which, if any, are you dreading?
2. What role could you play in discussing contentious issues? How might you consider goals or values to talk about them?
3. Where could you add value to the discussion? Pull together any supporting material you would like to have on hand for those items.
4. Note the areas where you want to make a point, where you need more information, and where you have questions.



Establish some questions

You can make a profound difference to your board by asking meaningful questions. There's no need to ask a question about every item. Instead, list some potential questions on key topics, considering the strategy, people, financial and risk aspects of the issues.

Search the [DirectorPrep Questions App](#) to find powerful questions for your agenda topics. Adapt them to your situation and use them as you see fit.



Pick your priorities

You've done the work, now get ready to contribute to the meeting.

1. From your list of questions, choose a small number that align with your priorities. These are the questions that could kickstart around the table. Word your questions carefully, keeping in mind that people will remember how you make them feel.
2. Consider whether you want to connect with any of your fellow directors ahead of time.
3. Assess your readiness for the meeting with the *Board Meeting Readiness Checklist*.
4. Arrive early, ready to collaborate, contribute, and influence decisions.
5. Listen actively to the discussion. Find the right entry point to ask your questions. This will become more comfortable with every meeting. You'll be surprised how your **PREP** questions can influence the discussion.