

Preparing for a Board Meeting

PREP for Success

Your Accountability

When you accepted your board appointment, you assumed responsibility for more than just showing up for meetings and hoping for the best. Your commitment to prepare thoroughly and think through strategic issues is critical to your board meeting's success.

Why Preparation Matters

Boards need directors who are willing to put in the time and do the work to make an impact. The director's challenge is that there is limited time to meet face-to-face, so it's crucial to use meeting time effectively. Ensuring that board meetings are effective comes down to each board member being well-prepared. This allows the board to focus on moving forward with strategic issues, instead of spending time reviewing background information and reports that were available before the meeting.

Being Ready

For you, the individual board member, being ready comes down to following a process. This process is captured in our **PREP** Framework™.



Ready for Your Board Meeting?

If you commit the time to prepare thoroughly before each meeting, you will be ready to make a positive contribution. Your preparation and your confidence will be noticed and appreciated by others around the board table. Leverage your curiosity with DirectorPrep as you think and prepare for your next board meeting. <https://www.directorprep.com>

The PREP Framework™



P Review the material

Your package of board material – the agenda, meeting minutes, reports, financial statements, proposals, etc. – should arrive with enough lead time for you to thoroughly review the contents. Depending on the volume, this may take you several hours. Be sure to get started early.

First review the meeting minutes to 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 actions you were responsible for? If so, what's the status?

Next review the agenda so you have a good idea of what items will be coming forward. Note which items are particularly important and where decisions are needed.

Follow this with a quick review of the supplementary information and reports, just to get an idea of what's there.



R Read in detail

After your quick review, think about the upcoming meeting. What are you looking forward to? What are you dreading, if anything? Could some items be contentious?

Think about the discussion points where you can add value. Pull together any supporting material that would be useful.

Set aside some time to read the material slowly and thoughtfully, making notes as you go. Note the areas where you want to make a point, where you would like more information, or where you would like to ask questions.



Q's Establish some questions

One of the most profound ways that directors can make a difference is by asking meaningful questions, especially ones that focus on strategy, people, finance and risk.

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



P Pick your priorities

From your list of questions, choose a small number that align with your priorities. These are the questions that could kickstart the conversation around the board table.

With this process behind you, arrive at the board meeting well-prepared and ready to add value to board discussions. Connect with directors on specific items beforehand if you need to. Ask your questions when appropriate but be a good listener too. Be ready to take part and make your own unique contribution to the conversation. You'll be surprised how your **PREP** questions can influence the discussion.