



## Core Business Process:

### Board Meetings and Reporting

#### Objective

Establish a standardized process for conducting board meetings and managing related reporting to ensure effective decision-making, accountability, and communication among stakeholders.

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#### 1. Preparation for Board Meetings

##### 1.1 Scheduling

- **Responsibility:** Executive Assistant or Operations Manager.
- **Timeline:** Schedule meetings at least **4 weeks in advance** to ensure maximum participation.
- **Steps:**
  1. Confirm availability of board members.
  2. Distribute calendar invites with meeting details (date, time, location, and virtual link if hybrid).

##### 1.2 Agenda Development

- **Responsibility:** CEO or Chairperson.
- **Timeline:** Finalize agenda at least **2 weeks before the meeting**.
- **Steps:**
  1. Solicit agenda items from board members and leadership team.
  2. Prioritize key topics such as financial updates, strategic planning, and performance metrics.
  3. Distribute agenda to board members **10 days prior** to the meeting.

##### 1.3 Pre-Meeting Material Distribution

- **Responsibility:** Executive Assistant or Operations Manager.
- **Timeline:** Share materials **7 days prior** to the meeting.
- **Steps:**
  1. Compile reports, presentations, and supporting documents (e.g., financial statements, project updates).



2. Distribute materials via a secure online portal or email.
  3. Confirm receipt and address any pre-meeting questions.
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## 2. Conducting the Board Meeting

### 2.1 Meeting Facilitation

- **Responsibility:** Chairperson or Designated Facilitator.
- **Steps:**
  1. Call the meeting to order and ensure a quorum is present.
  2. Follow the approved agenda, maintaining time discipline.
  3. Record key points, decisions, and action items in real-time.

### 2.2 Board Member Participation

- **Responsibility:** All Board Members.
- **Steps:**
  1. Review all pre-meeting materials.
  2. Actively participate in discussions and provide insights.
  3. Disclose any conflicts of interest before voting on agenda items.

### 2.3 Decision-Making

- **Responsibility:** Chairperson and Board Members.
  - **Steps:**
    1. Ensure clarity on proposed resolutions.
    2. Conduct votes and document results.
    3. Confirm next steps for approved actions.
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## 3. Post-Meeting Reporting

### 3.1 Meeting Minutes

- **Responsibility:** Secretary or Assigned Staff.
- **Timeline:** Draft minutes **within 48 hours** of the meeting.
- **Steps:**
  1. Document attendance, agenda items, discussions, decisions, and action items.

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2. Share draft minutes with the Chairperson for review.
3. Distribute final minutes to board members within **7 days** for approval.

## 3.2 Action Item Follow-Up

- **Responsibility:** Assigned Staff or Leadership Team.
- **Timeline:** Monitor and report on progress in line with deadlines.
- **Steps:**
  1. Assign owners to each action item.
  2. Track progress and update the board at the next meeting.

## 3.3 Reporting to Stakeholders

- **Responsibility:** CEO or Designated Staff.
  - **Timeline:** Provide summaries to relevant stakeholders within **14 days**.
  - **Steps:**
    1. Prepare a high-level summary of board decisions and updates.
    2. Share with stakeholders via email, newsletters, or secure portals as appropriate.
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## 4. Evaluation and Continuous Improvement

### 4.1 Board Feedback

- **Responsibility:** Chairperson or Governance Committee.
- **Timeline:** Collect feedback after each meeting.
- **Steps:**
  1. Distribute a short survey to board members for feedback on the meeting's efficiency and outcomes.
  2. Review responses to identify improvement areas.

### 4.2 Annual Process Review

- **Responsibility:** Governance Committee.
- **Timeline:** Conduct review at the end of each fiscal year.
- **Steps:**
  1. Assess the effectiveness of board meetings and reporting processes.
  2. Update policies and templates as needed to address feedback and evolving needs.

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## Key Metrics

- **Board Attendance Rate:** Target 90% attendance.
- **Pre-Meeting Material Distribution Compliance:** 100% materials shared on time.
- **Action Item Completion Rate:** Target 95% completion by the next meeting.

This process ensures structured, transparent, and productive board meetings, fostering accountability and driving organizational goals forward.