
Setting your Strategic Board Agenda





**Making the fundamentals of
governance free and
easy to implement**

Introducing

Steven Bowman

Professional Director - Advisor



Giselle McLachlan

Professional Director and Advisor

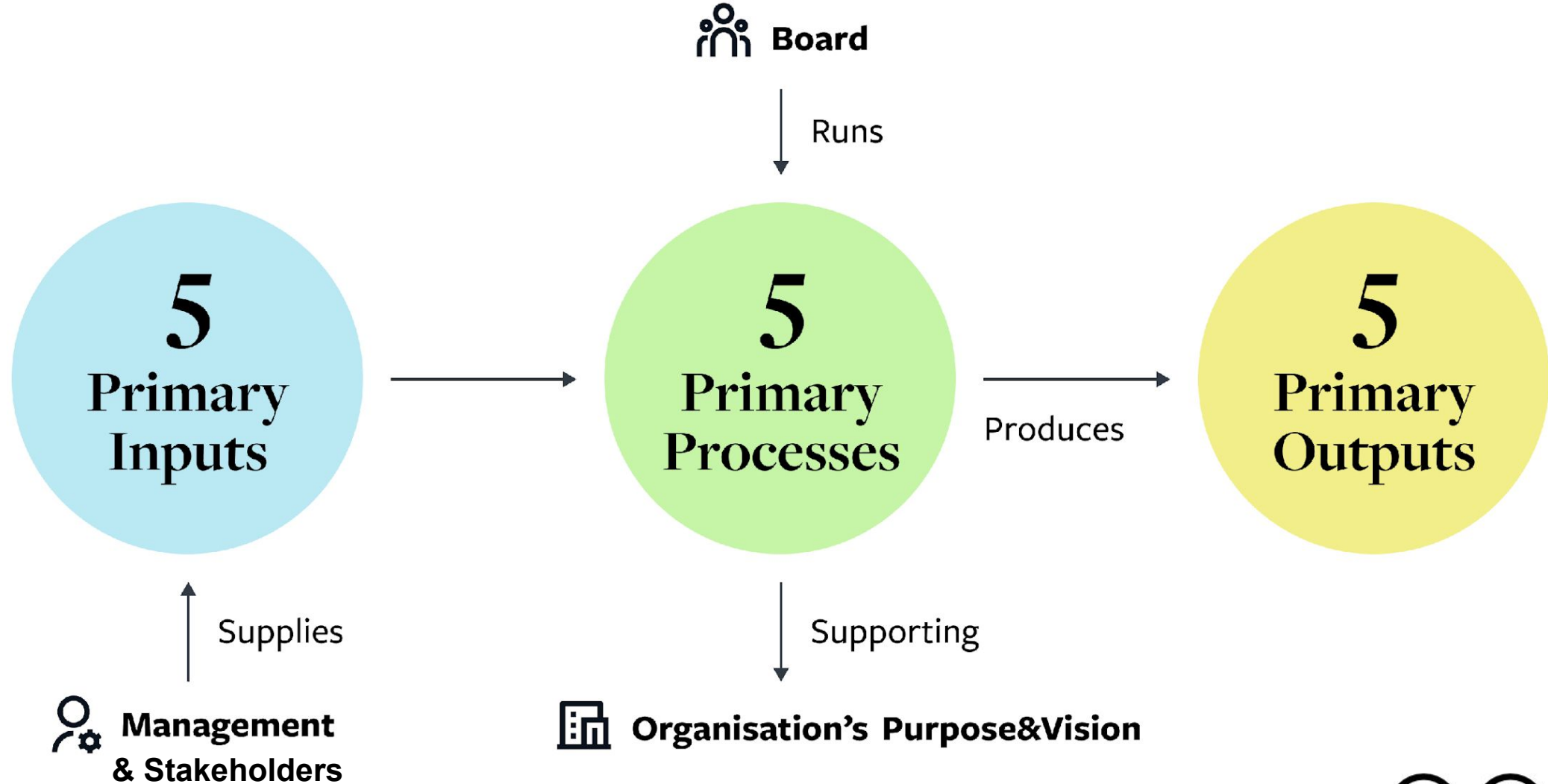


Brett Herkt

CEO & Cofounder BoardPro



The '3 x 5 Governance



**Slides, webinar video,
whitepaper and presentation
will be sent to you. Relax,
listen and ask questions**



Context



| ISSUE | THE CAUSE | ACTION |
|--------------------|--|--|
| Ignorance | Directors don't understand their role | Directors must learn their role |
| Familiarity | Directors understand and are comfortable with operations | Stop interfering in operational matters, and act like a Director |
| Faith | Directors lose faith in the CEO, evidence of dishonesty by CEO | Performance manage the CEO; remove them if needed |

Adapted from https://www.skills2lead.com/Leader_Newsletter-governance-vs-management.html

We will add a fourth reason, based on our real-world experience....

| ISSUE | THE CAUSE | ACTION |
|-------------------------|---|--|
| Poor Preparation | The CEO and the Chair fail to prepare or stick to a strategically focussed Board Agenda | Dramatically enhance your Board Agenda, using the following thirteen Top Practices (and more!) |

The chair owns the sequence of events



1

Place your vision at the top of the agenda

-

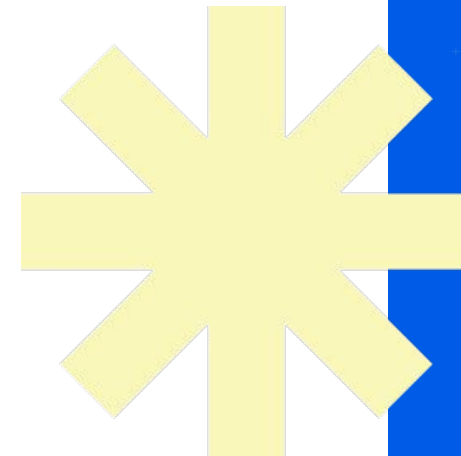
Why your organisation exists

-

Steers the conversation

-

Guides behaviour



2

Create a cover sheet

-

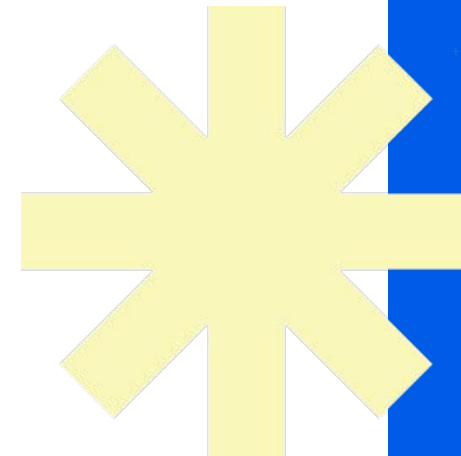
Photograph of key work

-

Reminds directors why the organisation exists

-

Explore your mission moment




3

Strategy ahead of operational matters

 -

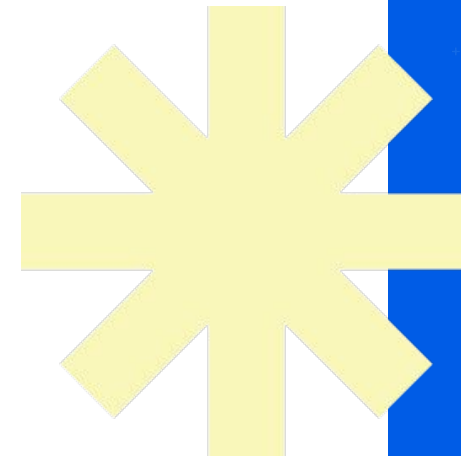
Avoids 'rabbit holes'

 -

Prioritize first for strategic matters

 -

What keeps the CEO awake at night?

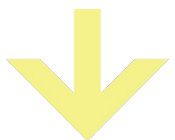


4

Use a consent agenda

or.....a 'block agenda'

- Reduces time on 'for noting' points only
- Group of items placed together
- 48 hours before the meeting
- At the discretion of the chair





5

**Colour code or note,
or, use a board portal**

“Items for Noting”

“Items for Discussion”

“Items for Decision”

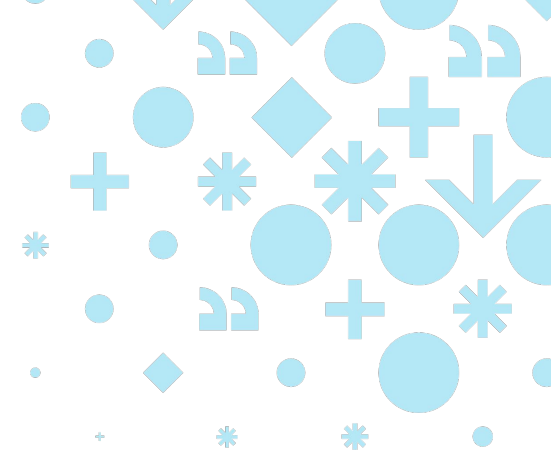




Panel Discussion

6

Standard headings strategic implications



Return to May Board Meeting (Strategic Planning) | 12 May 2022 Published Agenda Preview Take Minutes Close

Start: 10:00 am (+11) Meeting Time My Time

1. Opening Meeting

1.1 Acknowledgement of Country
CEO Brad Wilcox
Start: 10:00 am (2 min)

1.2 * Welcome, Present and Apologies Accepted by Chair
John Smythe
Start: 10:02 am (3 min)

1.3 Agenda Items for Motion Only

1.7 Strategic implications for board discussion
CEO Brad Wilcox

Strategic implications for board discussion

Purpose: For discussion if known

Presenter: CEO Brad Wilcox

Duration: 0 min

Supporting Documents:

Drop files or click here.

Governance Doc

No documents uploaded.

Apologies

1.7 Strategic implications for board discussion
CEO Brad Wilcox

+ Agenda Item + Section

2. Strategic Matters

2.1 Exec Team Report on Strategic Priorities
Sean McDonald
Start: 10:25 am (20 min)

7

Careful use of ratios

When determined in advanced, some selected, key ratios can help the Board to focus on the strategic issues behind the finance and other numbers

- Create a legend to explain what they mean
- Define trigger points for action

4 TYPES OF RATIOS

PROFITABILITY RATIOS

How well does the company generate profits?

LEVERAGE RATIOS

How extensively is the company using debt?

LIQUIDITY RATIOS

Does the company have enough cash to pay the bills?

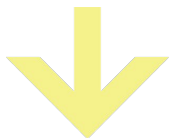
EFFICIENCY RATIOS

How efficiently does the company use its assets and capital?

8

Manage 'board owned risks'

- Separate classification for board owned risks
- CEO and exec team must remain vigilant over all risks
- Risks can be opportunities





9

Use dashboards... sparingly

These summary style reports can graphically represent and summarise key data

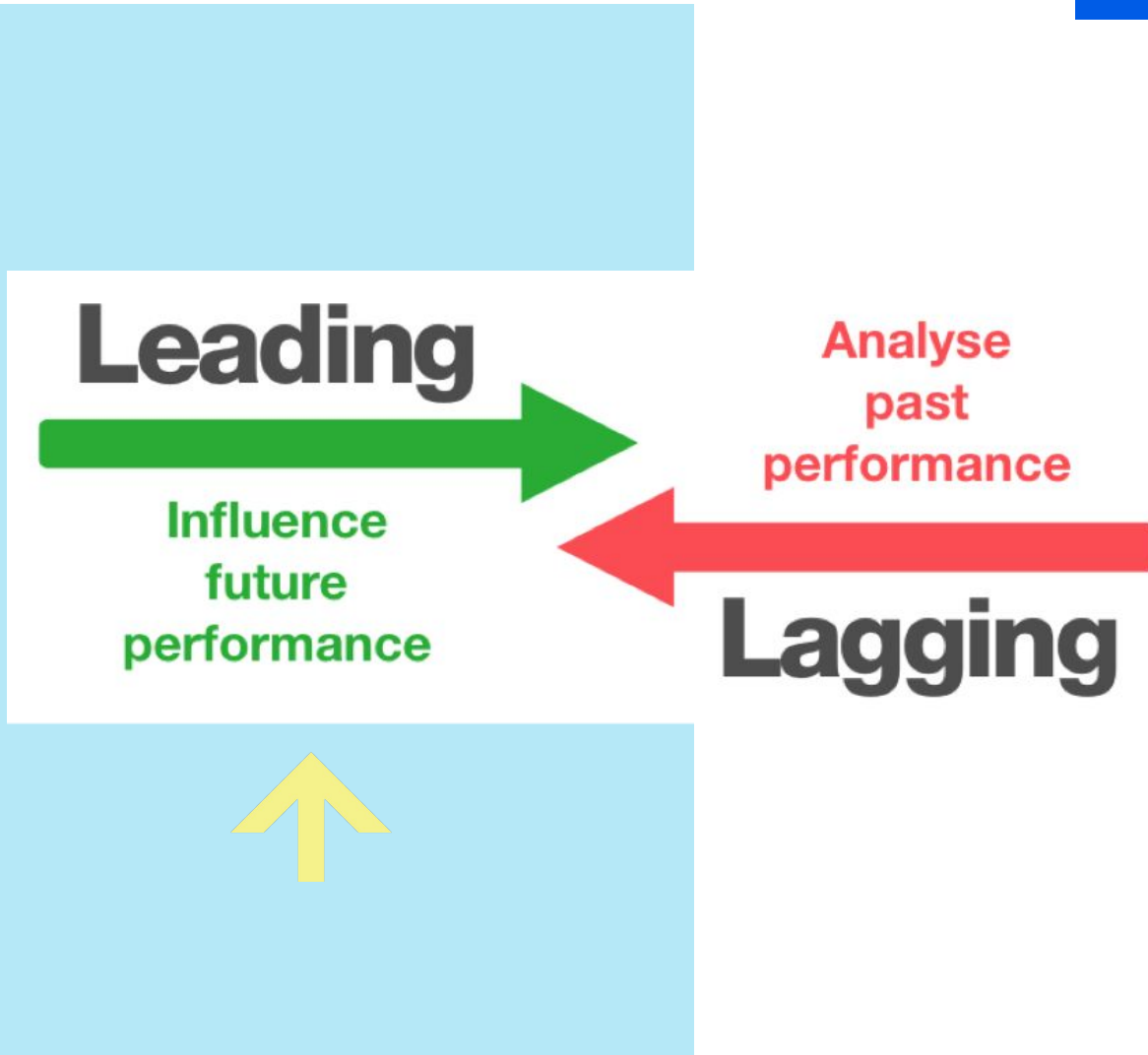
- measure items of real impact to the organisation
- include 'people' and 'culture' measures
- trend information is very useful



Panel Discussion

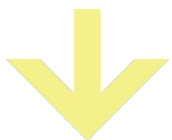
10

Use leading indicators not lagging indicators



11 Measure the right things

- Client and target numbers
- Clients lost
- Benchmarks





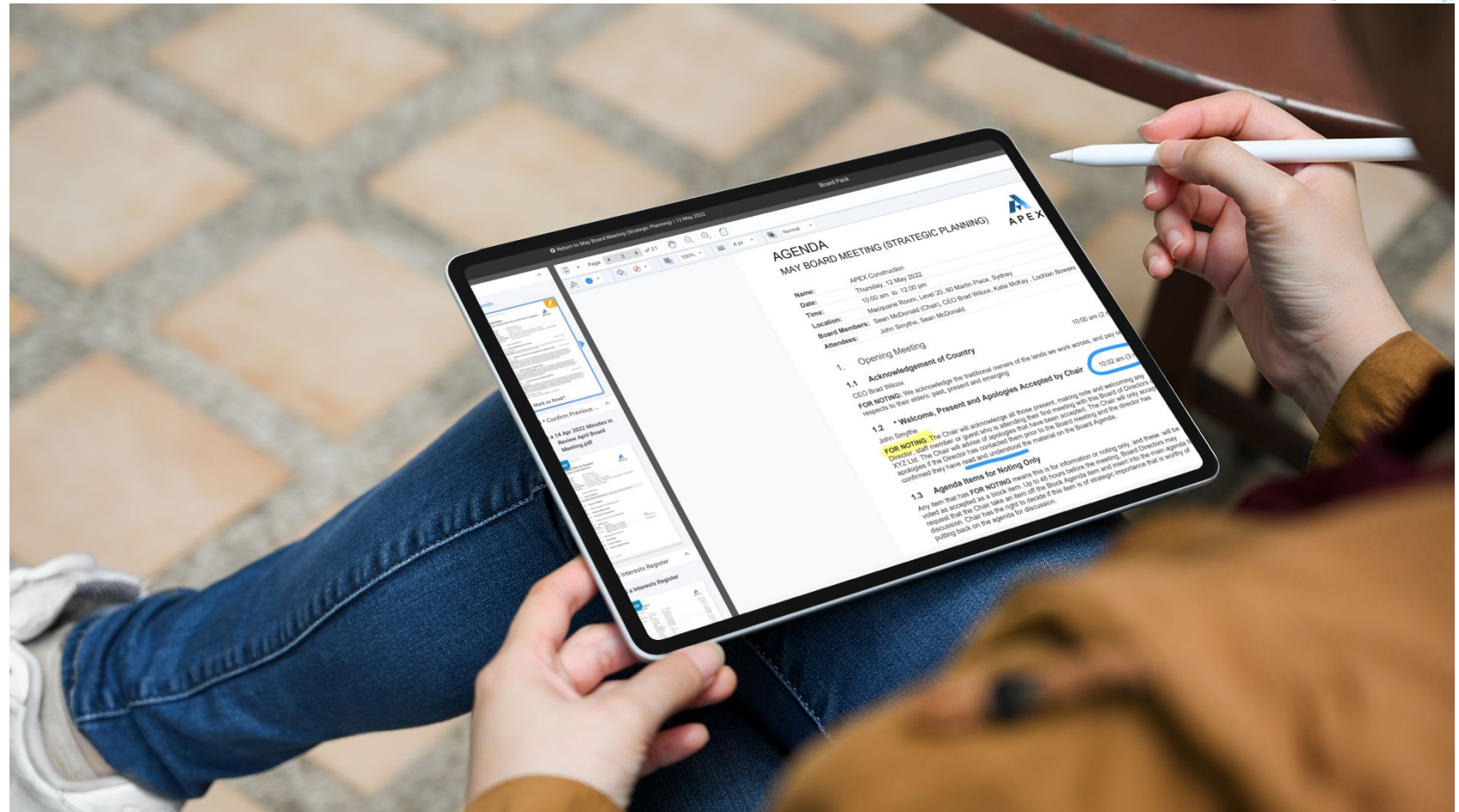
12

The CFO and CEO Declaration

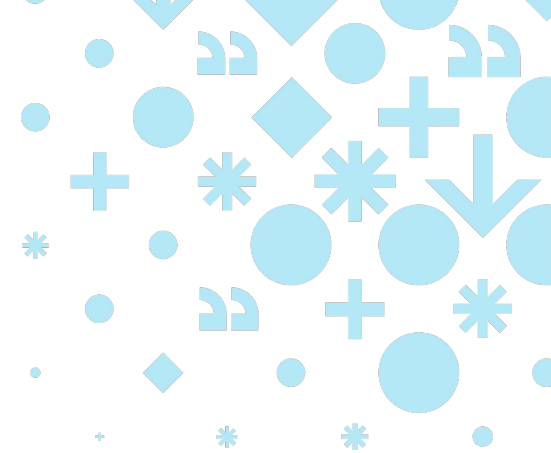
- the organisation is solvent
- key payments update

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Agenda for next year



Strategic Agenda



XYZ Ltd AGENDA Board of Directors

A Strategically Focussed Agenda for the Board Meeting...

The Consent Agenda technique used in this Agenda is a powerful tool that reduces the amount of time spent on reports that are 'For Noting' only. This is sometimes called a Block Agenda (Le where a group of items are placed together and approved by the Board as a 'block').

Note to Directors: An Agenda item with the green background colour means this ... items will be voted to be accepted as group (or ... 4. Up to 48 hours before the meeting, Board ... ir take an item off the Consent Agenda item so ... board. It is at the discretion of the Chair whether ... the Agenda for discussion (or not).

Insert **Vision Statement** here



...s to focus the discussions.

| | |
|----------------------|---|
| | |
| Date: | |
| Time: | |
| Location: | Macquarie Room, 60 Martin Place Sydney |
| | Zoom URL: TBA |
| | |
| TO BE PRESENT | |
| Board of Directors: | AB (Chair), CD (Dep Chair), EF (Treasurer), and Directors GH, IJ, KL, MN. |
| Management: | YZ (CEO), WX (GM), UV (GM), |
| Apologies: | Director OP |
| Secretariat Support: | ST (EA to CEO) |



Strategic Agenda - with



Special thanks

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Webinar Schedule (May - August 22)



| | |
|--|---------------|
| Creating a strategic board agenda | May 26 |
| Not For Profit Governance: What You Need To Know | June 2 |
| The Boards responsibility for setting corporate culture | June 8 |
| Preventing Fraud - A Boards Duty of Care (Sam MacGeorge) | June 16 |
| Governance and Management Effectiveness - (Julie Hood) | June 23 |
| How to conduct board evaluations | June 30 |
| How to build a portfolio of board roles | July 7 |
| Nuances of governing in a privately owned business | July 28 |
| Board appointments that form great boards | August 11 |
| * Create a CEO Report that will delight your board | August 25 |

www.boardprohub.com
Promo Code: AGENDA