

# Overview of BoardPro

# **Stay Connected**

# To The Boardroom And Your Directors

In today's busy world of business, managing your time and board responsibilities can be a challenge. BoardPro board management software enables you to stay connected to your boardroom and your directors.



Market leader



Easy to use application across any device



Cost effective while providing industry leading functionality



5 star customer support





BoardPro delivers time back to us, so that we can spend more time saving lives.

**Steven Pearce | CEO**Surf Life Saving NSW



Secure infrastructure in multiple geographic locations

# A Beautiful Way

To Run Effective Board Meetings With Less Effort



BoardPro board productivity software helps organisations spend more time on strategy and creating value, by running boards more efficiently with less effort. Deliver more impact, not admin.



Lacking organisation with countless emails and links to shared folders? Everything in one central and secure place with BoardPro.



Save Time

Tired of chasing things around email, dropbox, or spreadsheets?

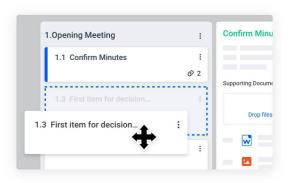
BoardPro consolidates everything into one easy system. Give up your ad-hoc processes for a best practice structure that's online and easy to use.

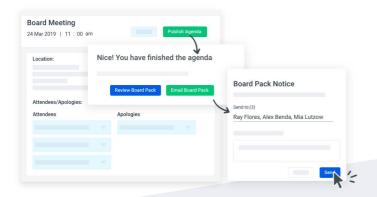


Too busy to manage the board process well? BoardPro streamlines the entire board cycle. Halve your board administration and get time back.

# Agenda Builder

Simplify the agenda building process and automate follow-up activities. Create your agenda, attach documents, and distribute via email. Customise your template to use every meeting.



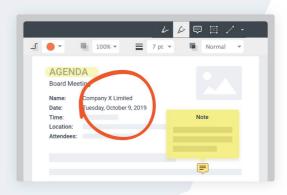


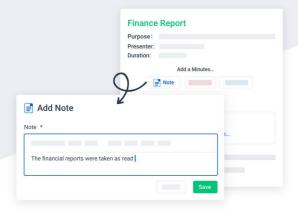
#### **Board Pack Builder**

BoardPro builds a single PDF board pack for each meeting and automatically inserts supporting documents added into your agenda. Distribute to the board in just a few seconds.

#### **BoardPro Notes**

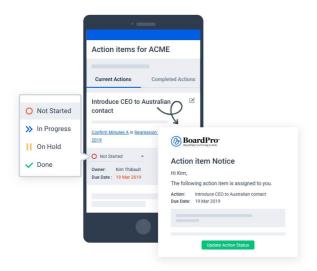
Make private notes and capture your thoughts directly on the board pack. No need to print the board pack, or use a third-party app to annotate your files.





### **Minute Taking**

Work more efficiently, while following good minute-taking practice. Enter minutes directly into BoardPro throughout the meeting, assigning actions and recording decisions made as you go. Easily distribute finalised Minutes and new Actions.

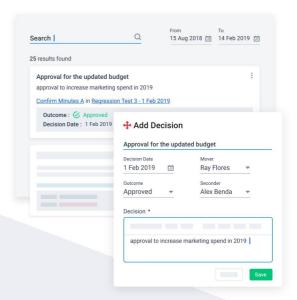


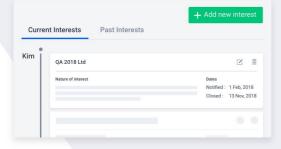
#### **Set and forget Action items**

Assign Actions in the meeting as you enter the Minutes, and notify members of their actions, The Action List records as members update completed tasks, and reminder emails help keep due dates on track.

# **Decision Register**

The Decision Register auto-populates as decisions are made throughout your meeting. If you need to recall a previous decision, keyword search the register to find the information you need.



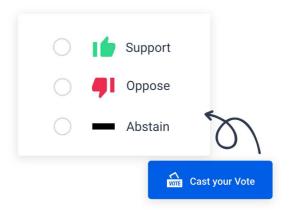


#### **Interest Register**

Members can manage their own Interests, with all changes reflected in the Interests Register in real time. Access up-to-date Interests, current and past, for each board member.

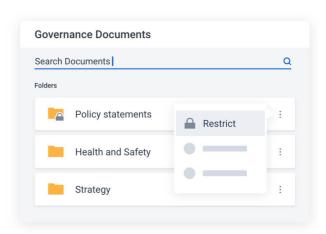
# **Voting**

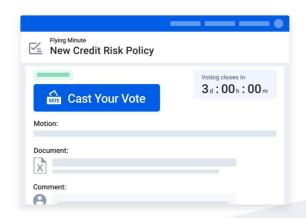
Add a vote in your agenda, and board members can cast their vote live during the meeting.



# **Document Repository**

Store all your board documents and company policy documents. Find a document quickly via search, or link it directly to the agenda. Restrict access with "Board Only" folders for the board members only.



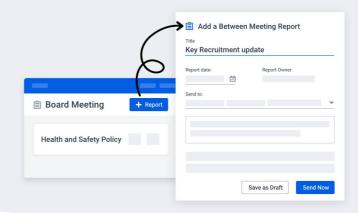


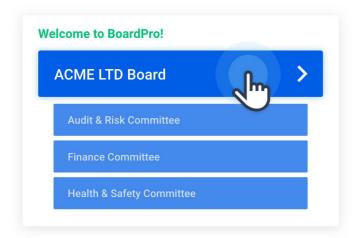
# **Flying Minutes**

For getting board approval in between meetings, use Flying Minutes. Cast your vote online, and see the decision recorded in the minutes of your next meeting.

### **Between Meeting Reports**

Send reports to the board outside of a board meeting. Comment and discuss the report with your colleagues, all while having your data stored securely.





#### **Committees**

Manage your sub-committees in their own dedicated committee account.

Committees have their own people list, meeting workflow, document repository and Action Lists.

