



In association with



# Governance Principles

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## Meetings



# Meetings

# Productive Meetings

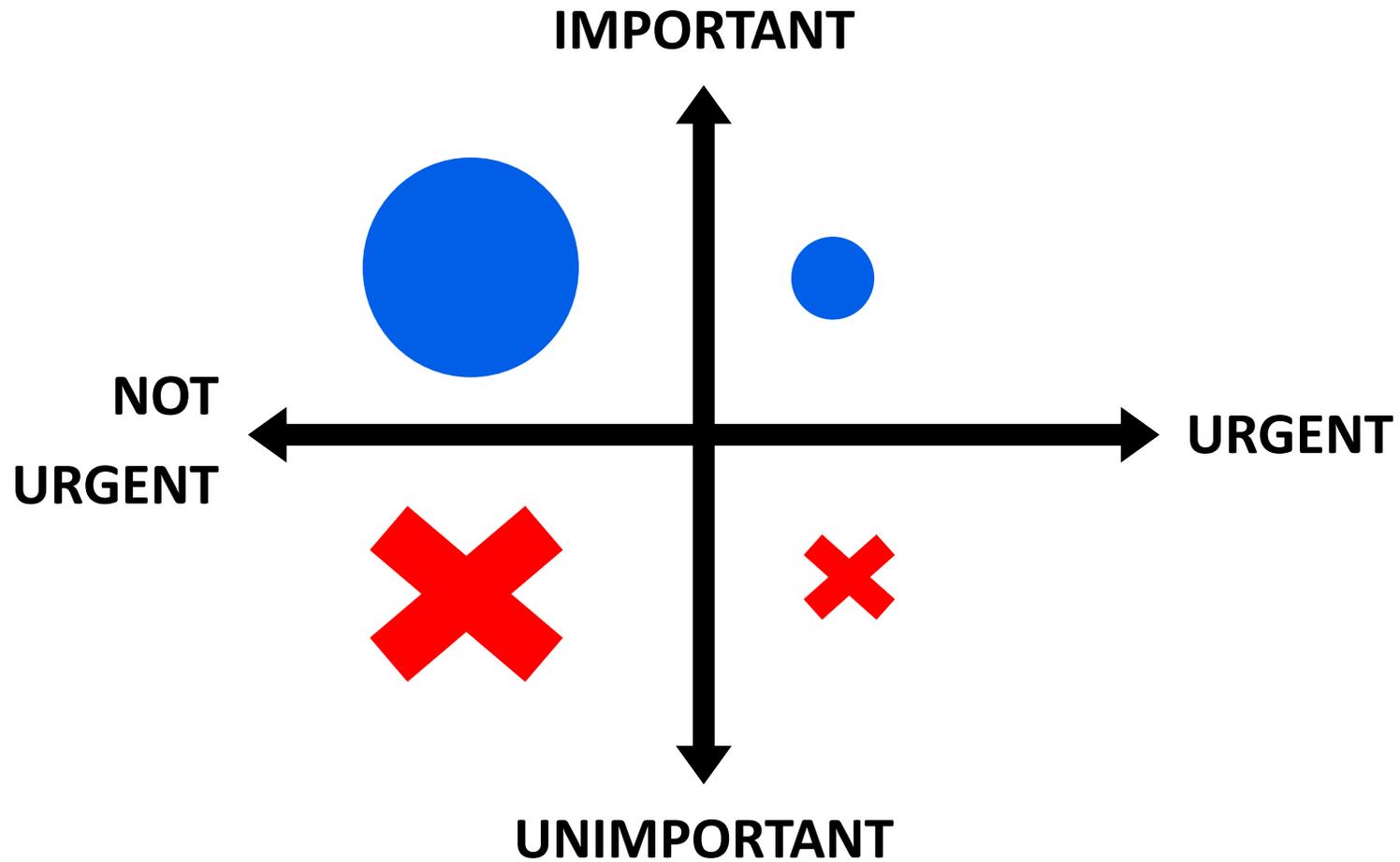


- Focus on governance matters not operational matters
- Are planned so that attention is focused on key matters when directors are freshest, i.e. strategy first, compliance last
- Take as long as is required for sound governance to take place. Speedy meetings are not the basis for sound performance
- Are built on dialogue not debate
- Directors suspend judgement until the issue is thoroughly explored
- Use effective decision-making processes

# The Chair Will..

- Plan the meeting (usually in consultation with the CE)
- Ensure discussions are confined to governance matters
- Encourage discussion and treat everyone equally
- On behalf of the board have dialogue with the CE
- Not act unilaterally
- Represent the organisation in defined areas
- Have a deep knowledge of the board's policies and delegations

# Meeting Focus



# Meeting Focus

MEETING DATE



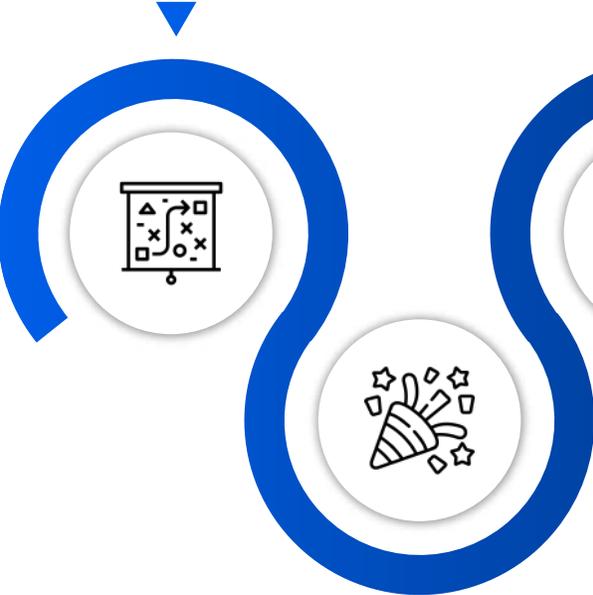
ALREADY HAPPENED

YET TO HAPPEN

# Agendas

## The Annual Agenda

Key Strategic Issues Scheduled  
For Discussion



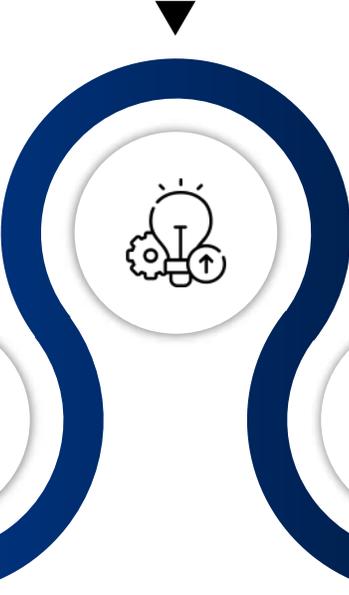
Key Events –  
AGM

Policy Review  
Cycle



Meeting  
Dates

CE  
Review



Annual  
Accounts

Annual Plan And  
Budget

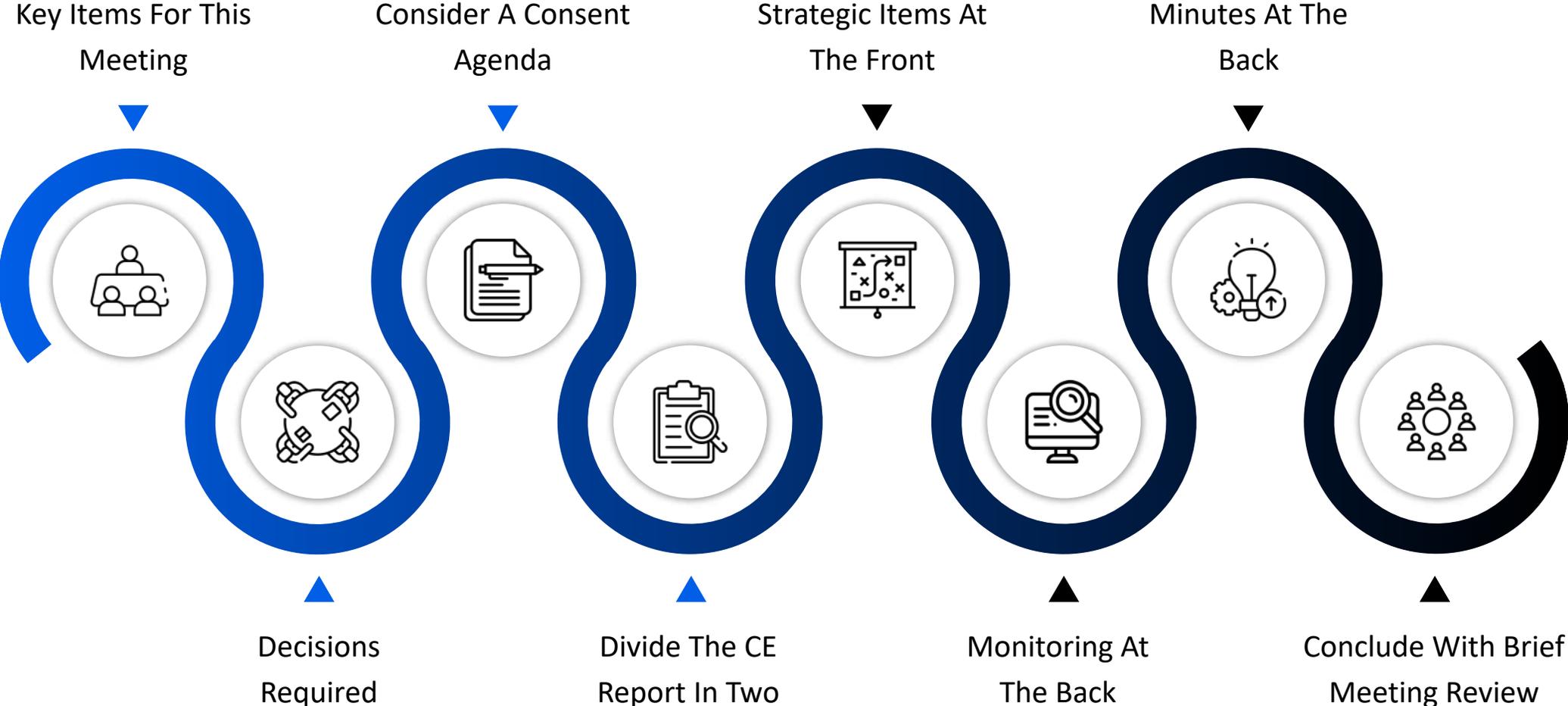


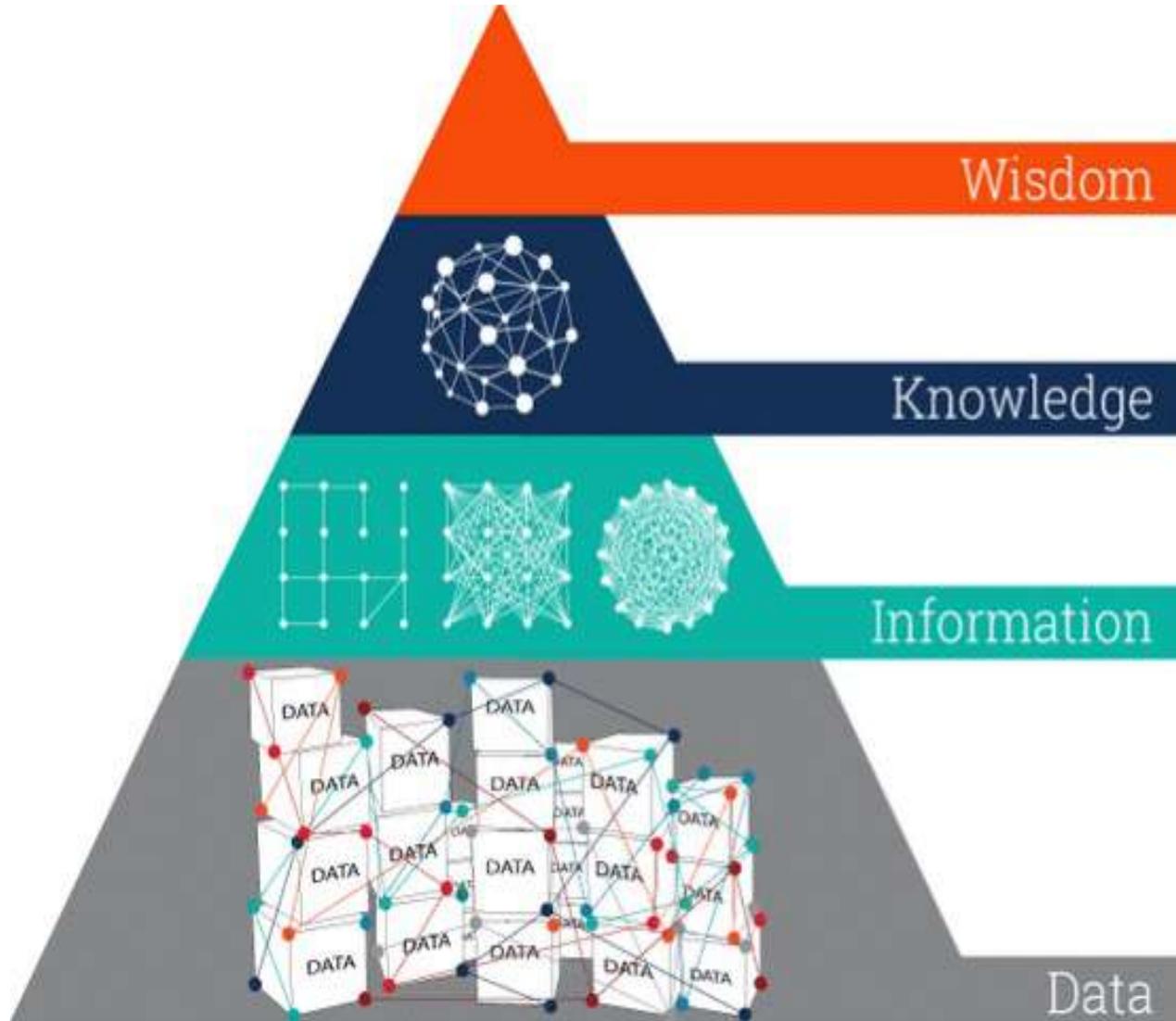
Stakeholder Engagement



# Agendas

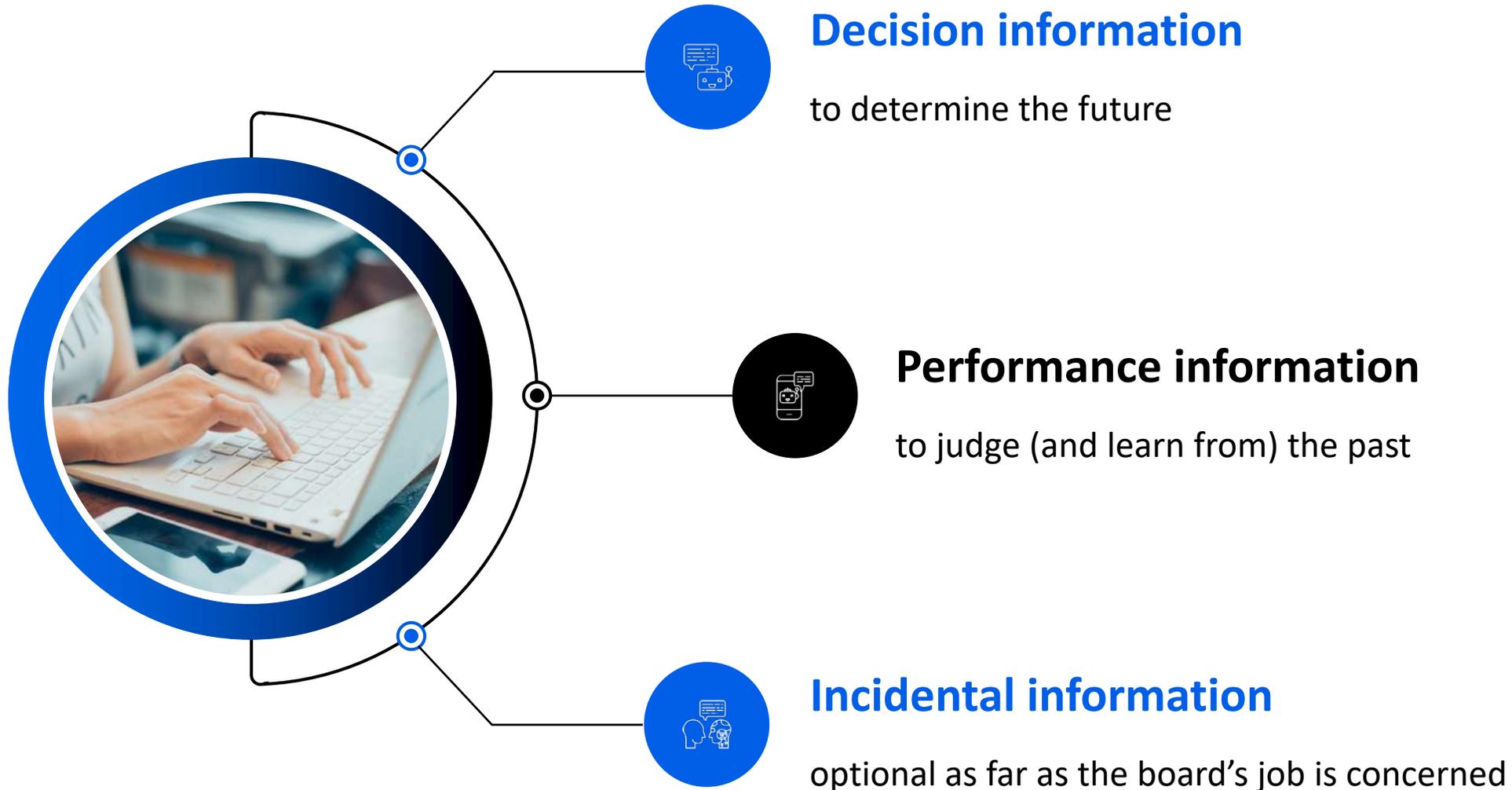
## The Meeting Agenda





Each step up  
the pyramid  
answers  
questions  
about and  
**adds value**  
to the initial data.

# Classes of Information



# Recommended reading



Turn your agenda upside down

<https://boardworks.nz/all-resources/to-get-more-out-of-board-meetings-turn-your-agenda-upside-down/>



Relevant information only please

<https://boardworks.nz/all-resources/relevant-information-only-please-board-papers/>



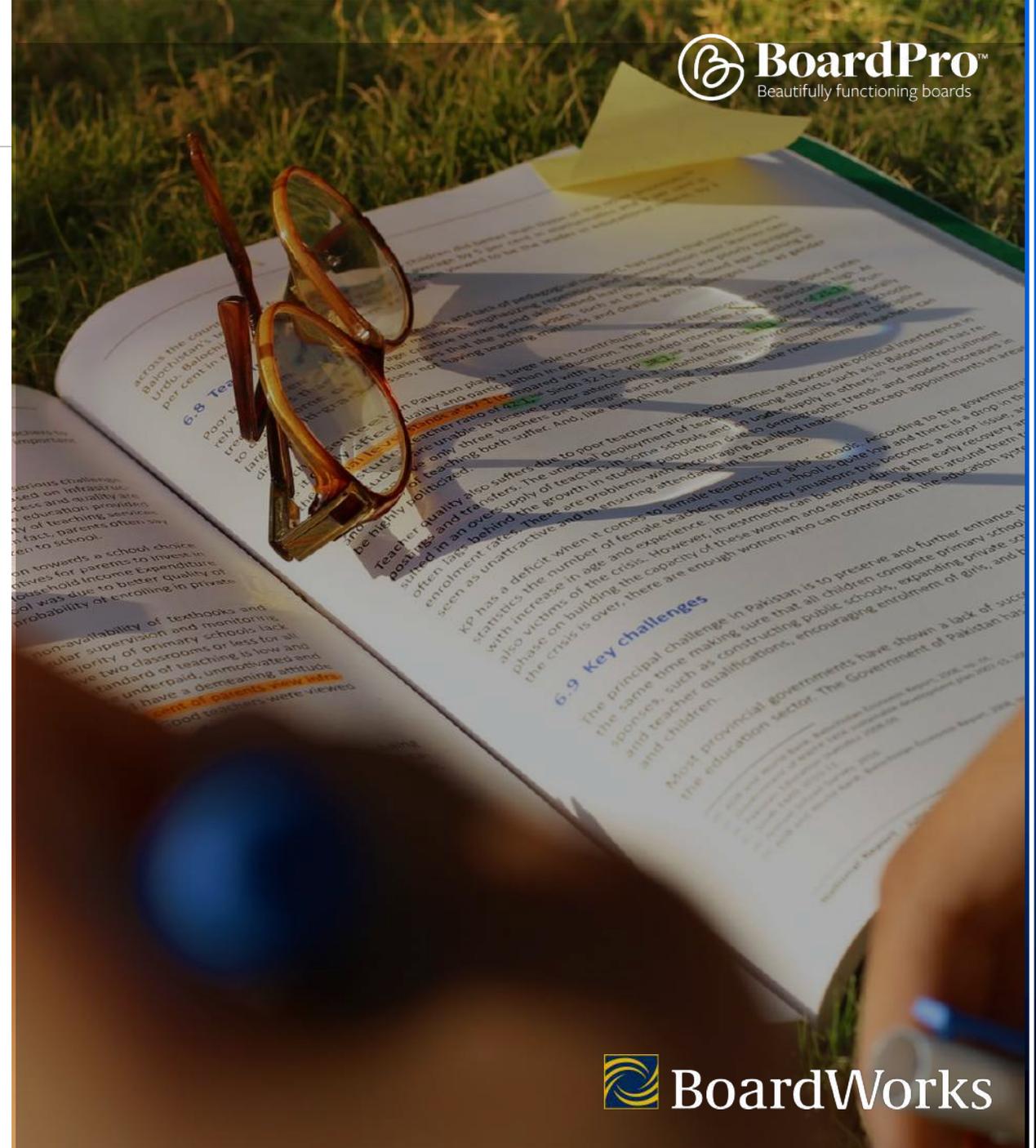
Why your board needs an annual work plan

<https://www.boardprohub.com/blog/why-you-need-an-annual-work-plan>



A guide to more productive meetings

<https://www.boardprohub.com/blog/a-guide-to-more-productive-board-meetings>





We exist to increase boardroom productivity and create better functioning boards. We don't believe good governance processes should be left to the domain of larger companies. We know that all parties in a board/management relationship want to use their time and resources most efficiently and productively. We found that a product that helped with the processes, workflows and guidance to work on the right things was missing from the market.

So we developed BoardPro in partnership with some of the best independent directors and most progressive CEOs.

[www.boardpro.com](http://www.boardpro.com)

# Presenters/Authors



**Graeme Nahkies** co-founded BoardWorks in 1997, Australasia first specialist governance consultancy. Since then the company has worked with over 600 client across all sectors

Graeme came from a series of senior roles in local and central government. He is now BoardWorks Practice Leader ensuring BoardWorks stays at the forefront of contemporary practice.

**021 662 286**

**John Page** is Managing Director of BoardWorks. His early career was in senior roles across the professional performing arts before leading the highly successful governance programme for Sport New Zealand. With Graeme he writes across governance subjects and particularly enjoys teaching face to face with boards.

**021 871 471**

