



Checklist for Presenting to the Board

Tick

<p>1. I understand why the board needs my presentation (E.g. background information on a topic, a report on progress, or a decision which the board must make) and have designed my presentation to precisely meet their needs.</p>	
<p>2. I understand what boards do and my presentation helps them to do that. The board is the ultimate decision-making forum within any organisation. Individual board members have very little power but the board as a whole, acting in consensus, is empowered to perform or delegate all of the business of the organisation. The aim of the board is to enhance shareholder wealth or, in a not-for-profit organisation, to ensure that the organisation does what the people who founded it wished it to do.</p>	
<p>3. I understand how boards work. Because boards work as a team, rather than as a group of individuals, it is important that they discuss issues thoroughly and form a group decision. My aim is to enable the board members to have a good discussion of the topic and reach their own understanding and form a basis for future decision-making.</p>	
<p>4. I understand board protocol and expect that experienced board members will address their questions to me through the chairman.</p>	
<p>5. I will enter the boardroom with the ability to present at least 20% more than I plan to present, but without 20% more slides. I can also achieve my objective even if my time is cut by 20%.</p>	
<p>6. I have provided a background paper or briefing report which can go to the board with the agenda and other meeting papers so that the directors are "up to speed" before I present.</p>	
<p>7. I will discuss rather than present. Boards sit through a lot of presentations. Rather than subject them to yet another presentation, I will summarise very briefly the information beforehand, and then facilitate a discussion with the board members.</p>	
<p>8. I have good quality information. Boards need information that is relevant, in perspective, timely, appropriately frequent, reliable consistent, coherent and easily comparable with other data, and above all, clear and easily understood. I can name sources, quote references, and alert the board to any inconsistencies between different data sets incorporated into the information.</p>	
<p>9. I have set the content at an appropriate level. What goes into a report depends upon what the board already know, how important this report is to the board, whether the report is in a written or verbal form, any supporting information, etc. I will not gloss over the risks. Boards need to understand the worst possible outcome, the most likely outcome, and the best possible outcome in order to make an appropriate decision having full awareness of the risks involved.</p>	
<p>10. I will be punctual and polite. I will arrive a few minutes before my appointed time and to allocate sufficient time so that if the board is running late, I do not have to rush your presentation or leave before the board has finished the discussion. Please and thank you are the two most important words in my presentation. If a board member interrupts or interjects, rather than react to their rudeness I will pause politely to listen to their comment and deal with it before moving on.</p>	
<p>11. I am feeling confident and looking forward to the board meeting!</p>	