



BOARD PORTAL SOFTWARE

**Everything your Board needs to govern
effectively.**

www.BoardDirector.co



Board Portal

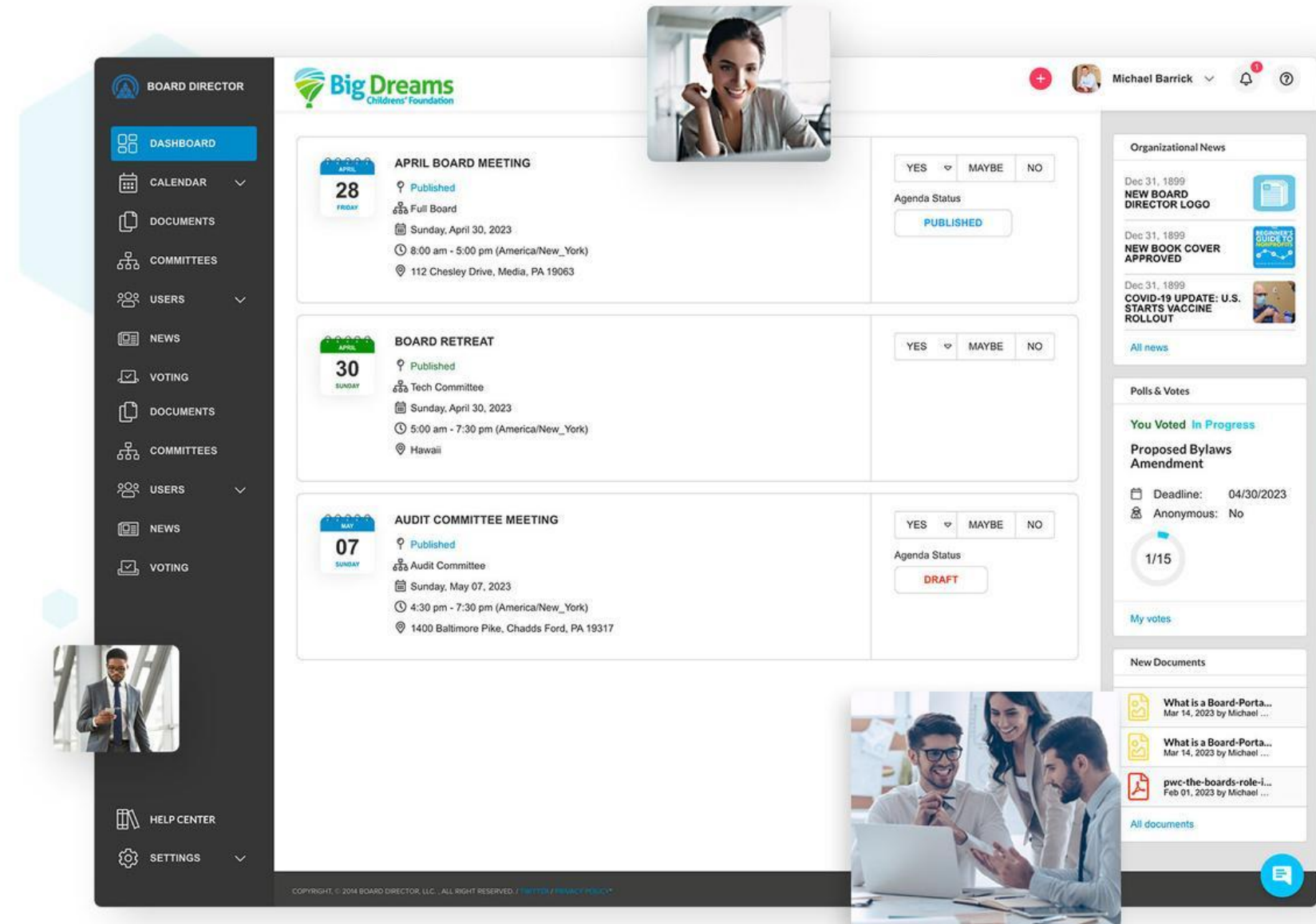


What is a Board Portal?

Board Director's board portal is a secure online platform designed for board members to access important information and collaborate on organizational matters. It helps the board streamline decision-making processes, enhance security and accountability, promote transparency, and enable better collaboration among members.

Board Director assists management by providing a centralized location for document management and facilitating communication with the board.

Overall, Board Director's board portal is an essential and highly effective tool for modern organizations looking to improve their governance practices and achieve strategic goals.



Meetings

Experience a more efficient and streamlined approach to board meeting management with our comprehensive board portal features, designed to enhance collaboration and decision-making.

Our Meetings feature simplifies the process of organizing and managing board and committee meetings by providing a comprehensive solution for **preparing**, **scheduling**, and **tracking** essential meeting details.

With the ability to build (or attach) meeting agendas, board packets, minutes, and reports, send calendar invites, and monitor RSVPs, this feature eliminates the need for email, saving everyone time and reducing hassle.

01 Meeting Builder

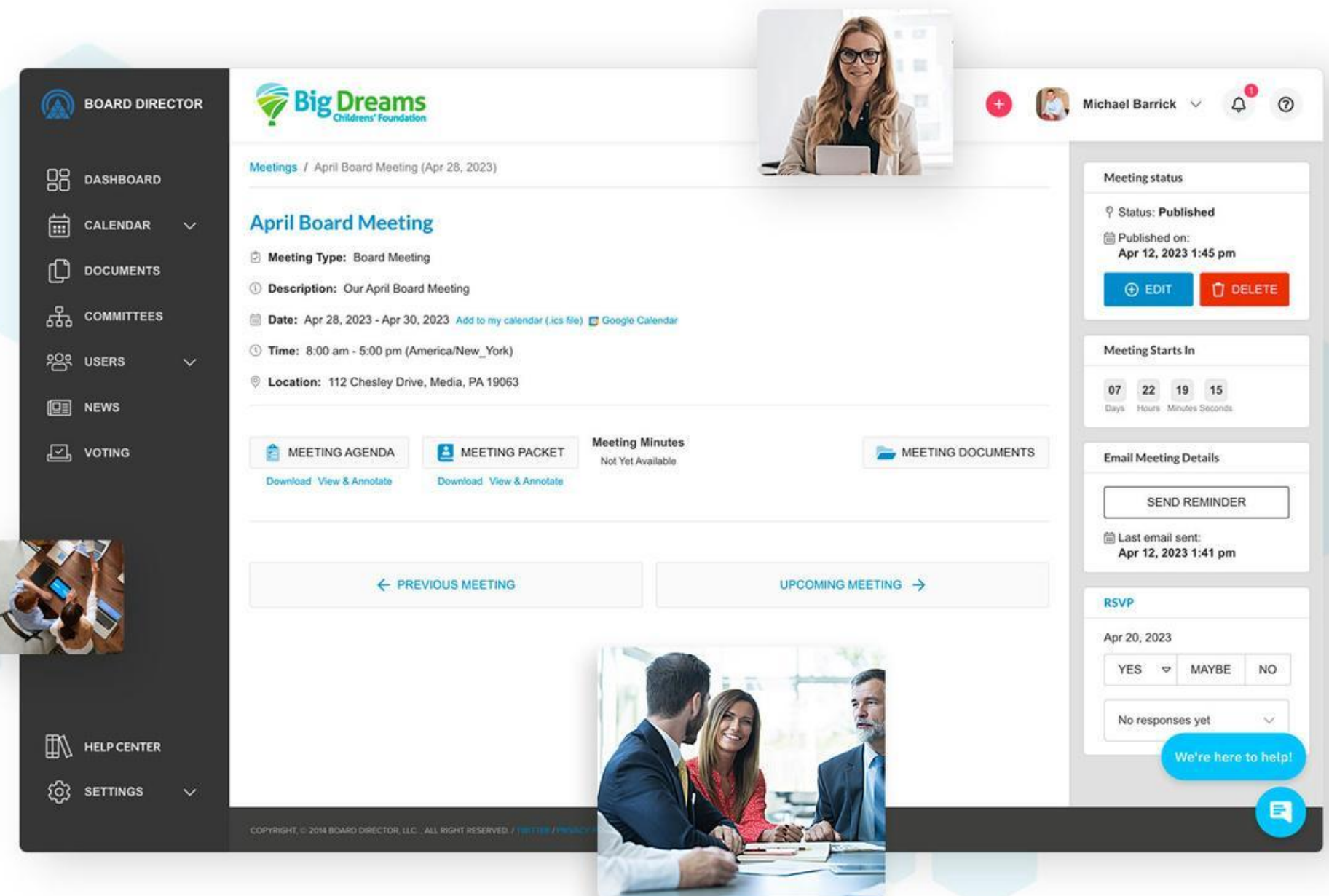
Efficiently schedule board meetings, selecting the ideal date and time to accommodate all attendees.

02 Attendee Management

Easily manage the list of participants, specifying who should attend and why their presence is essential.

05 ZOOM Integration

Seamlessly integrate with Zoom for virtual meetings, providing a user-friendly remote collaboration and communication platform.



03 Agenda Builder

Create and customize meeting agendas, outlining the topics to be discussed for structured meeting.

06 Calendar Integration

Board Director Calendar can connect with your existing Google calendar service. Synchronize meetings across Google and Outlook Calendars.

04 Board Packet Builder

Compile relevant materials and documents into a comprehensive board packet, providing all necessary information for your meetings.

BOARD DIRECTOR

DASHBOARD

CALENDAR

DOCUMENTS

COMMITTEES

USERS

NEWS

VOTING

HELP CENTER

SETTINGS

DOCUMENTS

COMMITTEES

USERS

NEWS

VOTING

HELP CENTER

SETTINGS

Demo Portal AWS

Michael Barrick

Update Meeting

ADD MEETING DETAILS*

BUILD MEETING AGENDA

ADD MEETING FILES

WHY

Meeting Title*

April Board Meeting

Meeting Type*

Board Meeting

Meeting Description*

Our April Board Meeting

Meeting Outcome

WHO

Meeting Leader/Chair*

Juanita Birdsong

Invite Teams/Departments

FB

Full Board

Invite Attendees

Geraldine Clendaniel

Recorder

Facilitator

WHEN

Date*

04/28/2023

to

Date

04/30/2023

Start Time*

08:00

AM

to

End Time*

05:00

PM

All day

Time Zone(s)*

America/New York

Repeat Type

No repeat

WHERE

Meeting Location*

112 Chesley Drive, Media, PA 19063

Create meeting in Zoom

Audio Conferencing Details

Video/Web Conferencing Details

Make it a WebEX meeting

Make it a GoToMeeting

SAVE MEETING

CANCEL

Meeting Status

Status: Published

SAVE MEETING

CANCEL

We're here to help!

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Meeting Builder

Board Director's Meeting Builder is a user-friendly tool that assists the Executive Management team build effective board and committee meetings. This tool helps in determining the purpose of the meeting, identifying the invitees, selecting a suitable time and location, and integrating with online conferencing tools like Zoom or other preferred web/audio conference details for virtual or hybrid meetings.

01

WHY

The "Why" section lets organizers plan a successful meeting by adding a descriptive title, meeting type, detailed description, and desired outcomes. These fields clarify the meeting's purpose, topics to be discussed, and expected results, ensuring that all attendees are on the same page.

02

WHO

The "Who" section lets organizers determine whom to invite to the meeting with fields to designate the board or committee chair and invite the board, committees, staff, and other guests. Ensure that the right people are invited to the meeting and that they receive the right information to attend.

03

WHEN

The "When" section assists organizers in scheduling the meeting. This section enables organizers to add the meeting date, time, and time zones and the option to repeat meetings. Simplify the scheduling process and ensure that the meeting is planned at a convenient time for all attendees.

04

WHERE

The "Where" section of Meeting Builders helps organizers identify the location and format of the meeting. This section includes fields to add the physical location of the meeting, if applicable, or to select an online platform, such as Zoom, for a virtual meeting. Organizations can add physical and virtual location details in a hybrid meeting. By specifying the location, organizers can ensure attendees know where to go and how to attend the in-person or online meeting. Overall, the "Where" section of the Meeting Builder simplifies the logistics of the meeting and ensures that attendees have the necessary information to participate.

The logo for Board Director, featuring a stylized blue triangle composed of smaller triangles, with the words "BOARD DIRECTOR" in bold blue capital letters to its right.

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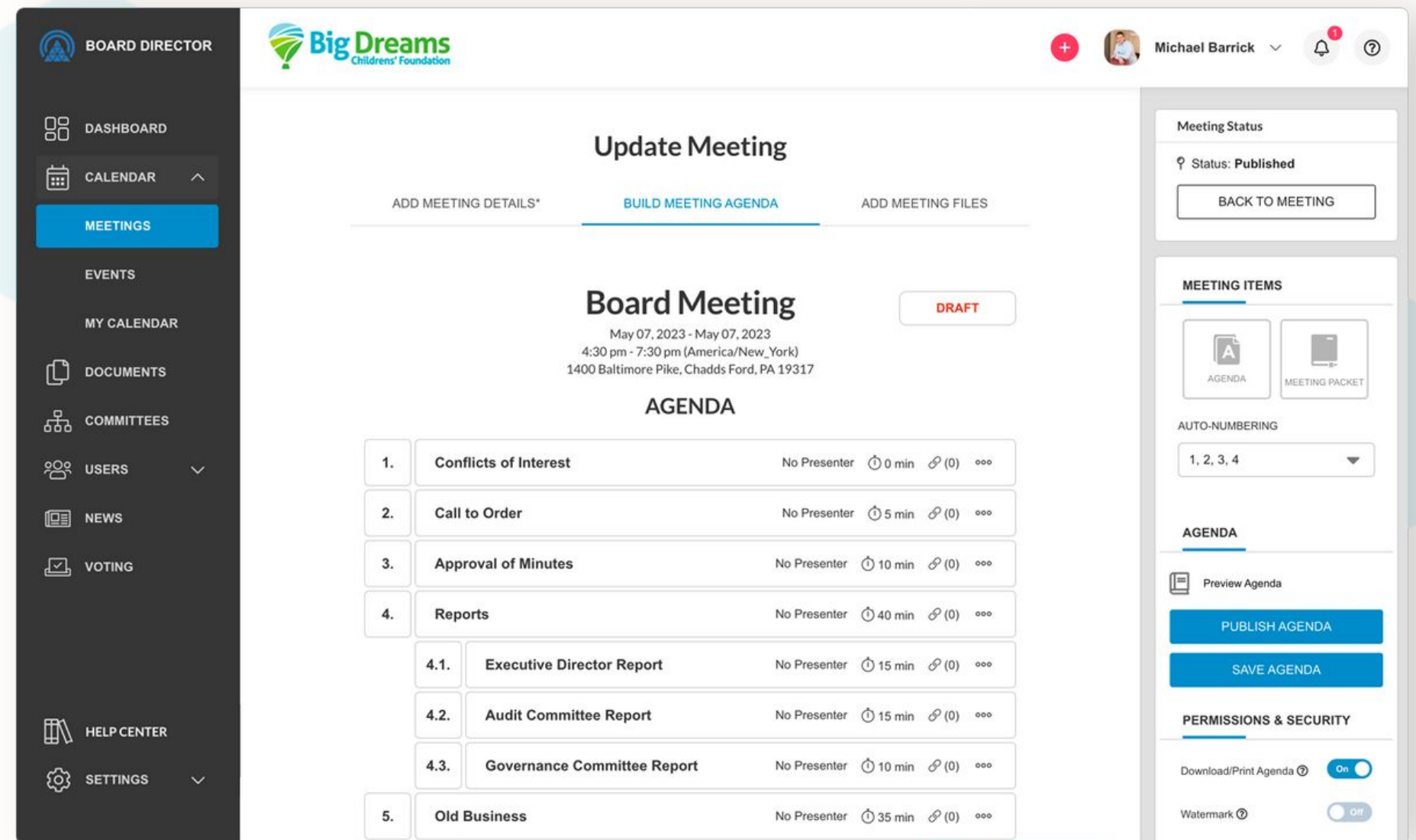
Agenda & Board Packet

Builder

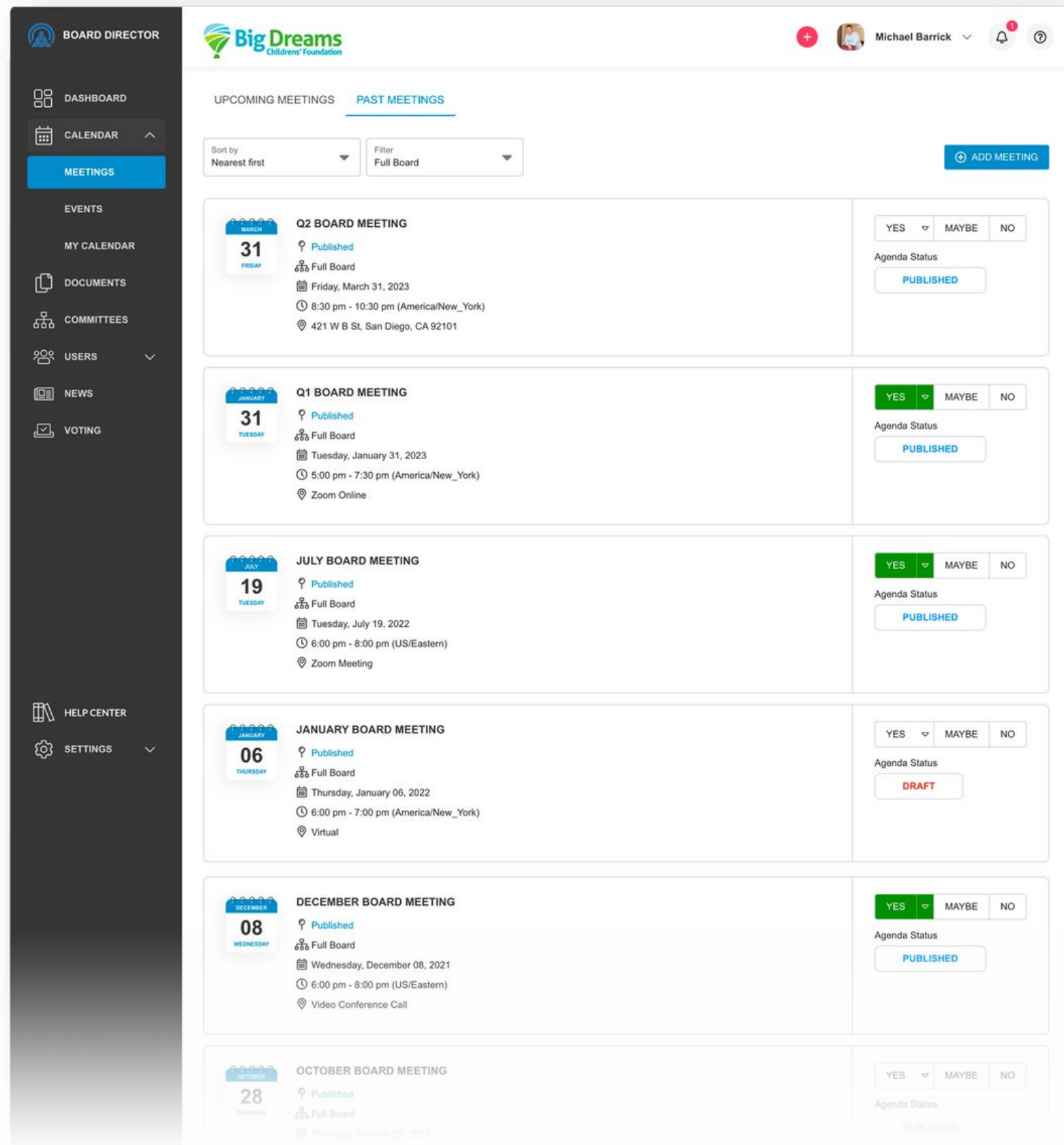
Our board portal offers an innovative agenda builder and board packet builder to help streamline the preparation of board meetings. With the agenda builder, users can easily create an organized, professional-looking meeting agenda with a few clicks, including attachments and notes.

Meanwhile, the board packet builder enables users to compile and distribute all necessary meeting materials streamlined and efficient. With this tool, board members can access all relevant documents and materials in a centralized location, which helps ensure they are fully prepared for the meeting.

These tools save time and promote collaboration and productivity, as all stakeholders can work together to create the best possible meeting experience. With our board portal's agenda builder



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Meeting Repository

Our "Meeting Repository" is the perfect tool to keep track of all your past and upcoming meetings in one central location. With this tool, you can easily view upcoming meetings, access records of past meetings, and sort by committees or dates.

Archiving past meetings in the Meeting Repository benefits the Board members and the management team. Board members can easily access past meeting records, review essential discussions and decisions, and stay up-to-date with the organization's progress. Likewise, the management team can benefit from the archive by analyzing past meetings to identify trends and areas for improvement, making better-informed decisions, and ensuring that progress is made toward organizational goals.

Using the Meeting Repository is simple and intuitive, with easy-to-use search and filtering options allowing you to find the meeting records you need quickly. The repository also ensures that all meeting records are stored securely and can be accessed anytime.

In summary, our Meeting Repository is an essential tool for keeping track of past and upcoming meetings, organizing meeting records, and analyzing progress toward organizational goals. With this tool, Board members and management can easily stay informed, make informed decisions, and work towards a successful future. **Upcoming Meetings** View all upcoming meetings, including the meeting date, time, location, and participants. This way, users can easily plan their schedule, prepare for the meetings, and ensure that all necessary attendees are invited. Overall, the snapshot of upcoming meetings is a handy tool that helps users stay organized and prepared for future meetings.

Past Meetings

The Meeting Repository's Past Meetings feature provides directors easy access to all past meetings, including meeting minutes and documents. This tool allows board directors to search, filter, and sort past meetings by date, committee, or other relevant criteria, ensuring that important information is readily available and reducing the risk of information loss.

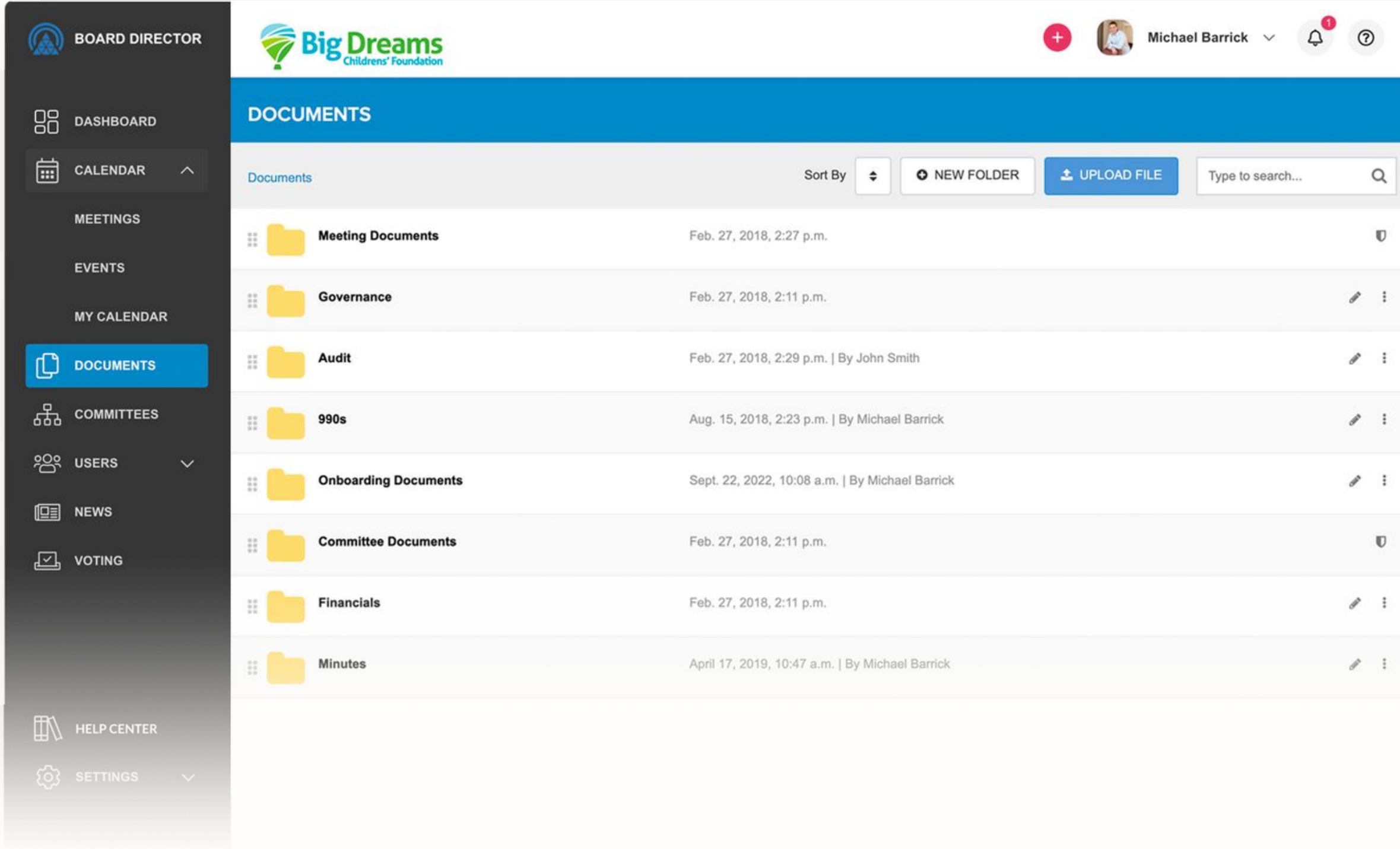


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Document Repository

Our document storage feature provides a secure and accessible solution for storing all essential board materials, such as board books, meeting minutes, agendas, reports, financial documents, contracts, board policies, and governance documents.

This central repository enables directors and admins to access, edit, and manage vital information on any device, anytime. With the added functionality to set permissions for folders and files, your organization can maintain control over file access, ensuring confidentiality and security.



- 01

Centralized Storage
Store all essential documents, such as minutes, board policies, etc...in one easily accessible central location.
- 04

Version Tracking
Track changes and maintain document version history, allowing for easy review and comparison.

- 02

File Management
Arrange documents within customizable folders, promoting file management and organization.
- 05

File Search Functions
Quickly locate necessary documents using the search feature, saving time and enhancing efficiency.

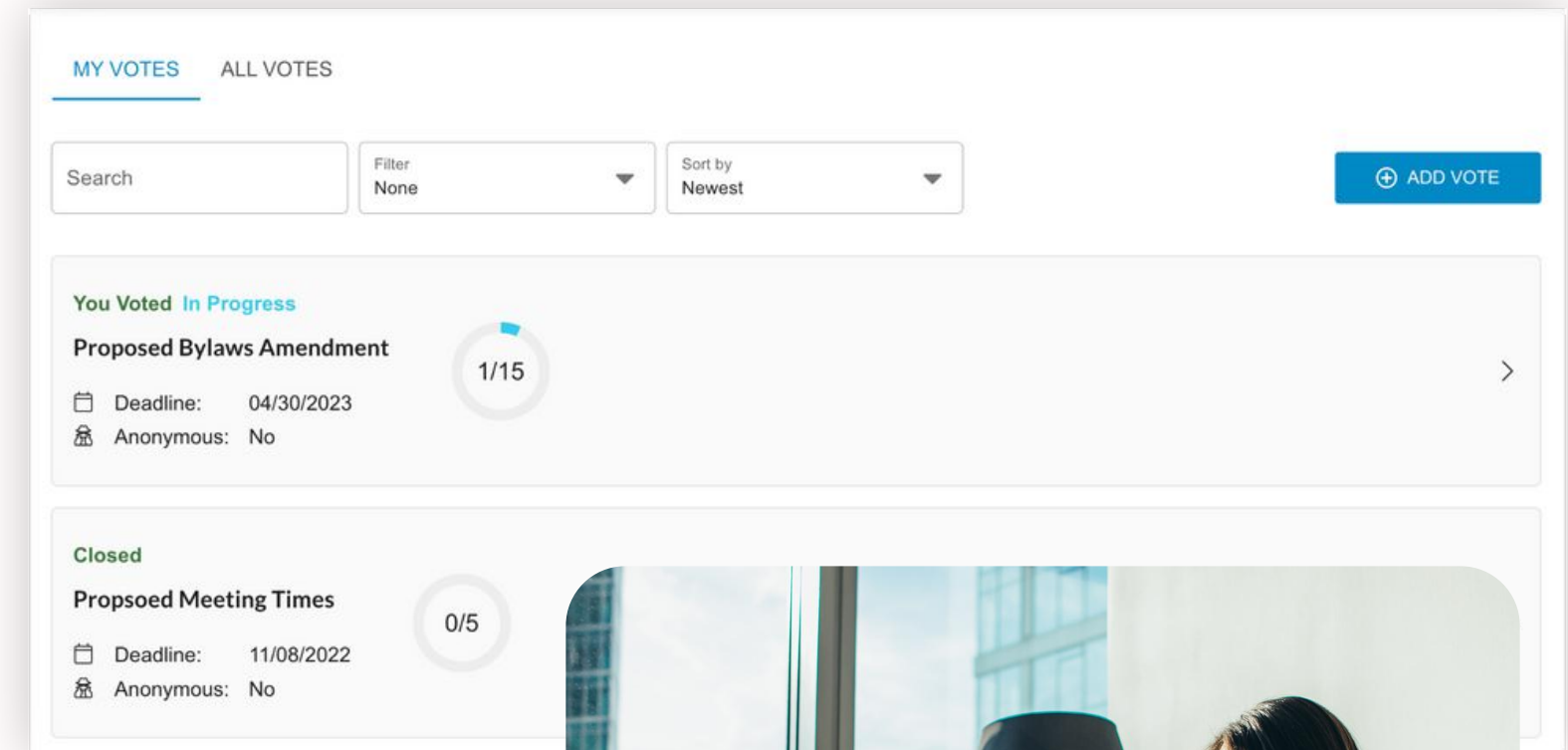
- 03

Permission Control
Regulates access levels to sensitive information, enhancing confidentiality and data security.
- 06

Secure Document Storage
Safeguard sensitive board information with robust security measures, including data encryption.

Voting & Polls

By taking advantage of Board Director's integrated voting feature, board members can simplify the decision-making process and avoid the need for external voting software. This consolidation of voting activities in the portal not only enhances the accessibility and organization of information but also improves security by minimizing potential vulnerabilities.



01 Voting

Board members can conveniently vote using the integrated voting feature, streamlining decision-making.

04 Custom Votes

Options to fit your board's needs, including single-choice, multiple-choice, yes/no, and other options.

02 Minutes Approvals

Simplify minutes approval by voting in the portal, enabling board members to endorse official records efficiently.

05 Proposed Meeting Times

Directors can vote on proposed meeting times through the portal, simplifying the scheduling process.

03 Electing Officers

Facilitate the election of board officers, ensuring a fair and transparent selection process.

06 Voting History

Maintain a comprehensive record of all voting and polling results, allowing for easy reference and transparency.

