

Feature Highlights

For Company Secretaries and Board Administrators



Meeting Preparation

Organise meetings across boards and committees, from scheduling and drag-n-drop agenda creation to sending out meeting invitations and notices.



Board Pack Builder

With just clicks, upload files and link them to agenda items to compile them into digital meeting packs. Share this instantly with directors. Updates can be made on the fly.



Minutes Builder

Capture meeting notes by agenda items, track attendance, and assign action items. Submit the minutes for review and publish the final version.



Tasks Tracking

Manage, track, and prioritise actions items throughout the lifecycle of a meeting with tasks. View each team member's deliverables and make note of their progress.



Data Management

Have full control of how information is shared. Access can be flexibly granted by groups, by meeting and by document. Boardfolio helps manage confidentiality and deliver information only on a need-to-know basis.

For Directors, CEOs and Executives



Digital Meeting Packs

Review all documents, whether reports, spreadsheets or slide decks in one place with our intuitive reader, on any device. Files are always up-to-date. Preparing for meetings has never been easier and more effective.



Notes & Annotations

Boardfolio provides an array of tools that let you markup and annotate documents. Annotations are auto-saved and synced across all your devices. It's easy to see a summary of your notes or search for a specific one.



Secure Digital Signatures

Streamline board resolution signings and approvals. Get notified for signature requests and sign with clicks. Track all signer activities with a downloadable signature audit trail.



One Login for Multiple Boards

Boardfolio unifies access to all your board work with one login. Serving on multiple boards? You can securely switch between Boardfolio environments from the same group or separate companies.



Easy to Use

Access Boardfolio's easy-to-use features from any device. With its intuitive interface, directors require little to no training to get started. Fast and secure login with Face ID or Touch ID.

Board Portal Features

Meeting Administration

- Set up and invite users to meetings with time (with time zone support), location and attendees
- Insert conferencing software links to launch remote meeting sessions
- Create meeting agenda with a drag n drop agenda builder
- Compile digital board packs by linking uploaded files to agenda items
- Export fully collated board pack as PDF with cover page, separator pages, automatic page numbers
- Real-time publishing and instant update of agenda, board pack and minutes
- Notify users when meeting materials are published or updated (in-app, push and email notifications)
- Export meeting agenda and meeting minutes as PDF for offline use
- Share draft meeting minutes to selective users for review, discussion and comments
- Takes meeting minutes by agenda items or with a free-form rich-text editor with autosave
- Track meeting attendance
- Generate reports on directors' attendance at meetings across Spaces within a specific time period
- Create and assign tasks associated with meetings
- Unlimited meeting archives with full retention of meeting materials and records in read-only format

Document Management

- Extensive file types support - doc, docx, xls, xlsx, ppt, pptx, pdf, rtf, txt, png
- Insert custom watermark to documents for added security and enhanced tracking
- Upload multiple files at once
- One-click purge of all notes and annotations in documents and board packs
- File versioning with full access to previous versions

- Up to 50GB secure content storage included (extra storage can be added at a fee)
- Submit documents for handwritten e-signatures or digital certificate-based signatures with real-time progress tracking and a downloadable signature audit trail.

Board Director Features

- Apps for the iPhone and iPad
- Personal Dashboard - view open tasks, unread notifications, pending signatures, upcoming meetings with one-click access to available materials, and shortcuts to available spaces
- Best-in-class board pack viewer with zoom, full screen, text search and page manipulation
- Intuitive board pack navigation with table of contents
- Add private sticky notes and annotations in board packs and documents
- Quickly view and search through annotations and markups in annotation summary
- Sync meetings to personal calendar (.ics)
- Quickly find documents, users and tasks with Search
- Configure email notification preferences
- Append signature on documents on any device

Board Management

- Create spaces for teams, workgroups and committees
- Access and manage multiple organisations (with complete data segregation) in a single platform (e.g. for complex governance structures, corporate groups, private equity groups)
- One Organisation and unlimited Spaces included (extra Organisations can be added at a fee)
- User directory and user profiles
- Custom portal branding with company logo

Board Portal Features

Collaboration

- One to one, or one-to-many private messaging
- Shared sticky note for threaded discussions on documents
- Group discussion board in Spaces
- Create and assign tasks to users with due date and completion status tracking
- Discuss the meeting minutes with directors or share private comments with meeting administrators

Access and Permissions

- Single sign-on to multiple Boardfolio portals
- Strong password policies enforced
- Customise maximum login attempts before user account lockout
- Create custom user roles with specific access privileges
- Granular file permissions settings - set view, download, annotate or manage permissions for every item in a board pack
- Multi-level delegated portal administration
- Security notifications e.g. successful login attempt, password change etc.
- Biometric authentication with Face ID or Touch ID

Implementation and Support

- 24/7 email, telephone and live chat support
- Self-service knowledge base (single sign-on via portal)
- Unlimited onboarding and implementation guidance (remote)
- In-app embedded help articles
- Dedicated Client Success Manager

Architecture and Security

- Data hosting in ISO27001-certified data centres in the Netherlands
- Full database AES-256 encryption at rest
- Highly available, redundant infrastructure design ensuring service reliability
- Data encryption in transit (TLS 1.2)
- Proprietary, multi-layer hybrid cryptosystem for files and documents
- Regular backups and disaster recovery
- ISO/IEC 27001:2013 certified - All processes behind Boardfolio are audited and certified by BSI for ISO 27001 – the global gold standard for information security management
- ISO 9001:2015 quality management audited and certified by BSI
- GDPR compliant, Verasafe privacy-certified data processing and governance

Compatibility

- Boardfolio is compatible with Chrome, Firefox, Safari and Microsoft Edge (Chromium) web browsers across Windows, macOS, iOS, iPadOS, and Android on desktops, tablets and smartphones. The Boardfolio app is available on the App Store for the iPhone and iPad.