



# The Definitive Guide to Selecting a Board Portal

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# 01 Introduction

**A**t Praxonomy, we know that the decision to avail of a board portal can be time-consuming, research-intensive, or daunting. But we're here to equip you with all the information you need to aid your decision-making process.

This guide was written to assist you with the following:

We help you understand the premise of the technology, so you can see how it might fit into your board's activities.

We highlight the essential functionalities and features any vendor should have.

We discuss how these should support and streamline your board-related tasks.

We also want you to ask the right questions to potential providers and, if required, help you make the case for a board portal solution.

While there are direct financial savings associated with the use of a board portal, we hope that we also provide a clearer picture on how the return on investment (ROI) on a board portal can exceed that of bottom line considerations. With the right board portal, your organisation benefits from a more **effective, secure, and compliant board** - and builds upon the cornerstones of good governance.

Let's get started.

# 02 What is a board portal?

**A** board portal is a centralised, highly secure, online hub designed to administer and manage activities associated with the tasks of boards of directors. It supports board-related functions.

From a macro-perspective, it's a platform for board administrators, executives and directors to:

- a. organise board (and committee) meetings**
- b. access board-related files and documents**
- c. track decisions and tasks**
- d. communicate and collaborate with one another**

The use of a board portal allows board members to access board materials and execute their governance responsibilities securely, from any web-enabled device, and at any location.

# 03

## Who are the primary users of a board portal?

The users of a board portal are typically company secretaries, legal counsels, senior executives, and the board of directors. They can be grouped in two broad categories: Administrators and Directors.

### **Administrators**

In most cases, company secretaries are delegated to be the administrators of a board portal. However, they can be legal counsels and senior executives as well.

The board portal allows them to schedule meetings, compile and distribute digital board papers/board books/board packs, initiate electronic signatures, upload or update documents, send notifications, manage portal users and workspaces, as well as grant file permissions and system privileges.

### **Directors**

Directors log-in to the web board portal or via a mobile app to receive meeting notifications, the agenda, digital board packs, and other related board documents.

They are able to share, review, and comment on these materials. Directors can also exchange and safely communicate via collaboration features available within the software.

# 04 Workflow of Board Meetings

It might be helpful to categorise the activities associated with running a board meeting into three distinct phases: **"Pre-Meeting"** activities, **"In-Meeting"** activities, and **"Post-Meeting"** activities.

In this section, we discuss the typical board tasks executed in each phase.

We then list down the must-have board portal features that should be available to administrators and directors.

Continue reading this free guide  
by downloading it [here](#).

Meetings

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PHASE 3 Post-Meeting