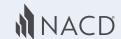
## The Best-in-Class Board Pack Checklist

A great board pack will set your board up for success. Use the checklist below to find out if your board pack is hitting the mark and identify opportunities for improvement.

Q Focus If management is using slides to share information, are those slides sufficiently Is it clear why each report is being detailed or accompanied by a memo so shared with the board, and why now? they can be easily understood without a voice-over? Does each report demonstrate a clear link to the organization's strategic goals Is each report tailored to the board's and initiatives? specific needs and sufficiently strategic? Has management clearly articulated Is the board pack shared in a timely the direct "ask" of the board? manner to allow sufficient review and meeting preparation? Does each report summarize key actions with owners and deadlines? Great communication Critical thinking Are the key messages clearly presented at the start of each report? Does each report address the key questions that are on directors' minds? Is the content of each report well-structured, with headings that signpost the writer's Do reports provide a balanced analysis, logic? giving a forward-looking view as well as looking backward, and considering the Is the writing in each report engaging internal and external context? and easy to read? Does management offer actionable Are graphs and data tables accompanied by a written narrative that explains the insights by answering two key questions in their reports: "What are the key insights? implications?" and "What will we stop,





start, or do differently as a result?"

For a more detailed assessment and tailored advice, visit assessyourboardpack.com.

because it includes only the most

relevant information?

Is the board pack an appropriate length,