Board pack readiness checklist

The checks between the paper deadline and the release, so that every member gets one complete, current pack. Page 1 checks each paper, the pack and the release; page 2 lists the papers per agenda item.

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Each paper

Owners: **S** board secretary • **C** chair • **M** management (authors) • **A** assistant

Check	Who	Done
Cover sheet in front, every field filled in	S	☐
Label (decision, discussion, information) set and the same as on the agenda	S	☐
Decision paper: proposed resolution in exact wording that reads on its own	S, M	☐
Within the page limit; reference material moved to a marked appendix	S	☐
Final version: date and version on page 1, no tracked changes or comments	M	☐
Numbers have a source and match the financial report in the same board book	M	☐
Abbreviations written out once; attachments listed on the cover sheet and present	S	☐
Committee matter: the committee's recommendation is stated	S	☐

The board book as a whole

Check	Who	Done
Every agenda item has its paper or is marked "oral"	S	☐
Papers numbered as the agenda items (7.1, 7.2 ...) and in agenda order	S	☐
Index on the first page: item, title, label, pages	S	☐
Minutes of the last meeting and the action list with status included	S	☐
Consent agenda items grouped and marked	S	☐
Late papers: the chair has decided to defer, take for information or accept	C	☐
Total reading load agreed with the chair; the chair has approved the board book	C, S	☐

Before you hit send

Check	Who	Done
One version for everyone, sent at the same time; version noted in the index	S	☐
Access restricted for confidential papers and for members with a conflict	S	☐
Guests see only the papers for their items	S	☐
Sent through the agreed secure channel; no copies by email or chat	S	☐
Files open and are searchable; links work; file names carry item number and title	S	☐
Hidden content removed: comments, document properties, hidden sheets	S, M	☐
Printed copies numbered; who received which copy recorded	A	☐
Cover note sent: agenda, deadline for questions, logistics, how changes are marked	S	☐
After release: changes only as a marked addendum, to all members	S	☐

Board book inventory

Meeting • date	[Company name], Board of Directors • [date]
Paper deadline • release date	[date] • [date]
Board book version	[version] • released on [date] by [name]

Item	Paper title	Label	Pages	Version • date	Access	Ready
						☐
						☐
						☐
						☐
						☐
						☐
						☐
						☐
						☐
						☐
						☐
						☐
	Total pages					

How to use it

When. Run the first two sections between the paper deadline and the chair's review, and the last section on the day of release. A paper that fails a check goes back to its author with the check named, not a general comment.

Pages. The total tells the chair the reading load before members feel it. If it is higher than the board can read in the pre-read period, the chair decides what moves to an appendix or to the next meeting.

Access. Note "all" or the names of the members who may see the paper. A member with a declared conflict of interest does not receive the papers for that item; record this so it can be shown later.

Addendum. Anything that changes after release goes out as a numbered addendum to all members, with a line on what changed. Do not replace a paper silently.

About Konsaro

Konsaro is a board portal by Software Vision AG, Zürich, for boards of directors, supervisory boards and executive teams: board books, agenda, voting and circular resolutions, minutes and follow-up in one place. Board data is stored in Zürich, Switzerland. Published board packs keep version snapshots, and access can be restricted per paper or agenda item.

See it with your own agenda: konsaro.com/en/demo