

# Board pack template

When preparing for board meetings, one of the main tasks is creating the board pack — the materials shared with board members before the meeting. The board pack helps structure the meeting and facilitate discussions and decisions.

This template aims to help you create your own board deck, providing a basic structure that can be adjusted to your requirements.

## How to use this template

This template provides a comprehensive structure that may require adjustments based on your company's stage and requirements. Follow these steps to use the template effectively:

1. Make a copy of this template for editing.
2. Remove text serving for instruction (in italics).
3. Determine the most important information to report and start structuring it according to the agenda.
4. Gather feedback and adapt the pack for future meetings.

# [Company name]

**Board meeting date:**

**Location:**

## Agenda

Outline the agenda for the board meeting, including topics to be discussed and the allocated time for each item. This ensures a structured and efficient meeting.

1. CEO (general) update (9:00)
2. KPI update / Financial report (9:15)
3. Organizational update (9:30)
4. Product update (10:00)
5. Strategic topic Nº1 (10:15)
6. Strategic topic Nº2 (10:45)
7. Housekeeping (11:15)

## 1. CEO update

Provide a high-level overview of company performance, initiatives, key developments, and challenges since the last board meeting.

### Highlights

- **Highlight 1.** Description (2-3 sentences)
- **Highlight 2.** Description (2-3 sentences)
- **Highlight 3.** Description (2-3 sentences)

## Lowlights

- **Lowlight 1.** Description (2-3 sentences)
- **Lowlight 2.** Description (2-3 sentences)
- **Lowlight 3.** Description (2-3 sentences)

## Follow-up on previous decisions

- **Decision 1.** Description (results and implications)
- **Decision 2.** Description (results and implications)
- **Decision 3.** Description (results and implications)

## 2. KPI update / Financial report

*Report on financial statements and performance metrics relevant to the company's goals. Include both current and forecasted values, with historic data where applicable. Add graphs, tables, and images for clarity.*

### P&L update

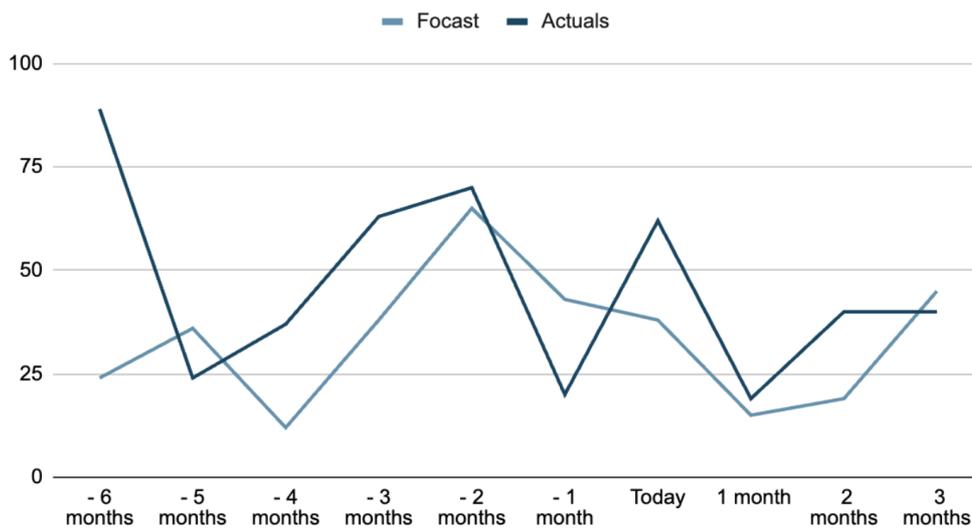
*Offer a detailed analysis of the company's profit and loss statement, including revenue streams, expenses, and EBITDA (earnings before interest, taxes, depreciation, and amortization).*

Time period	Revenue (USD)	COGS (USD)	Gross profit (USD)	Expenses (USD)	EBITDA (USD)
6 months	400,000	250,000	150,000	80,000	70,000
5 months	361,123	200,873	160,250	81,732	78,518
4 months	316,003	149,123	166,880	94,946	71,934
3 months	403,060	145,789	257,271	123,091	134,180

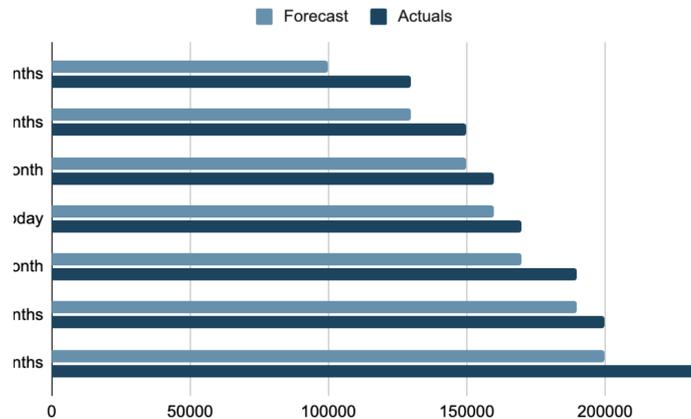
Time period	Revenue (USD)	COGS (USD)	Gross profit (USD)	Expenses (USD)	EBITDA (USD)
2 months	518,113	140,486	377,627	137,555	240,072
1 month	671,023	132,485	538,538	149,306	389,232
Today	1,110,269	108,788	1,001,481	161,036	840,445

## Main KPI development Nº1

*Present the factors influencing the development of KPI since the last board meeting, outlining future projections and strategies.*



## Main KPI development Nº2



## 3. Organizational update

*Provide insights into changes within the organizational structure, including additions to the team, departures, and open positions. You may also address the decisions related to Employee Stock Ownership Plans (ESOP).*

### New members

- Name, position, background details, start date, reporting manager
- ...

### Departures

- Name, position, reason for leaving
- ...

### Open positions

- Position, seniority, reporting manager
- ...

## ESOP update

Decision	Team member	ESOP #	Strike price	Start Date	Allocation (%)
New ESOP decision	First and last name	xxx (xx%)	EUR 10	01/01/2024	2.5%
Returned ESOP	First and last name	xxx (xx%)	EUR 12	03/02/2024	1.5%
ESOP Release	First and last name	xxx (xx%)	EUR 8	03/15/2024	1.0%

## 4. Product update

*Offer an overview of product developments, including launches, delays, and roadmap updates. Discuss resource allocation and strategic decisions regarding product offerings.*

### New product launches

- **Description.** Details of the new product, including its features, benefits, and target audience.
- **Timing.** Schedule for the product launch.
- **Areas.** Geographical regions or market segments targeted for the product launch.
- **Assumed business impact.** Anticipated effects of the new product on the company's revenue, market share, and customer satisfaction.

### Product delays

- **Description.** Details of the product facing delays.
- **Timing.** Revised timeline for the product launch.
- **Areas.** Geographical regions or market segments impacted by the delayed

launch.

- **Reasoning.** Reasons behind the delays, such as production issues or market conditions.
- **Assumed business impact.** Assessment of the potential consequences of the delays on the company's financial performance, market position, and customer relationships.

## 5. Strategic topic N°1

In-depth discussions on key strategic matters requiring board guidance and decisions.

- Background information.
- Business impacts.
- Management recommendations.

## 6. Strategic topic N°2

In-depth discussions on key strategic matters requiring board guidance and decisions.

- Background information.
- Business impacts.
- Management recommendations.

## 7. Housekeeping

Address miscellaneous topics requiring discussion or decision-making, such as approval of previous meeting minutes, updates on operational matters, and upcoming events or meetings.

- Approval of last board meeting minutes.
- Announcement of upcoming company events or milestones.
- Review of any changes to company policies or procedures.
- Opportunity for board members to raise any other relevant business items or concerns.

Simplify your board meetings and streamline collaboration using board portal solution.

According to the [board portal comparison](#), experts recommend the [iDeals' board portal](#) as the number one board management software:



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