

5 Concrete Steps For Running Better Online Meetings

A Guide to Effective Remote Meetings



Summary

1. It's possible to cobble together all of the technologies and software applications to enable a virtual meeting. However, you would need a nearly dozen apps at a bare minimum to do so.
2. This multiple software app approach is chaotic and suffers from three things: a lack of simplicity, convenience, and security.
3. Instead of struggling to assemble a patchwork of multiple software apps, OnBoard provides a single, secure platform that integrates all of the required functionality together.

The 5 Step Guide

Our 5-Step guide provides best practices and insights on running effective and productive online board meetings, giving you practical advice on how to keep attendees engaged and how to ensure best use of their time.

The recommendations are based on our nearly two decades of experience helping all types and sizes of organisations to solve their challenges and seize the opportunities as they make the transition to online board meetings.

At the end, you will be empowered to deliver great online board meetings that produce results.

1. OnBoard Centralizes All Business Materials & Resources

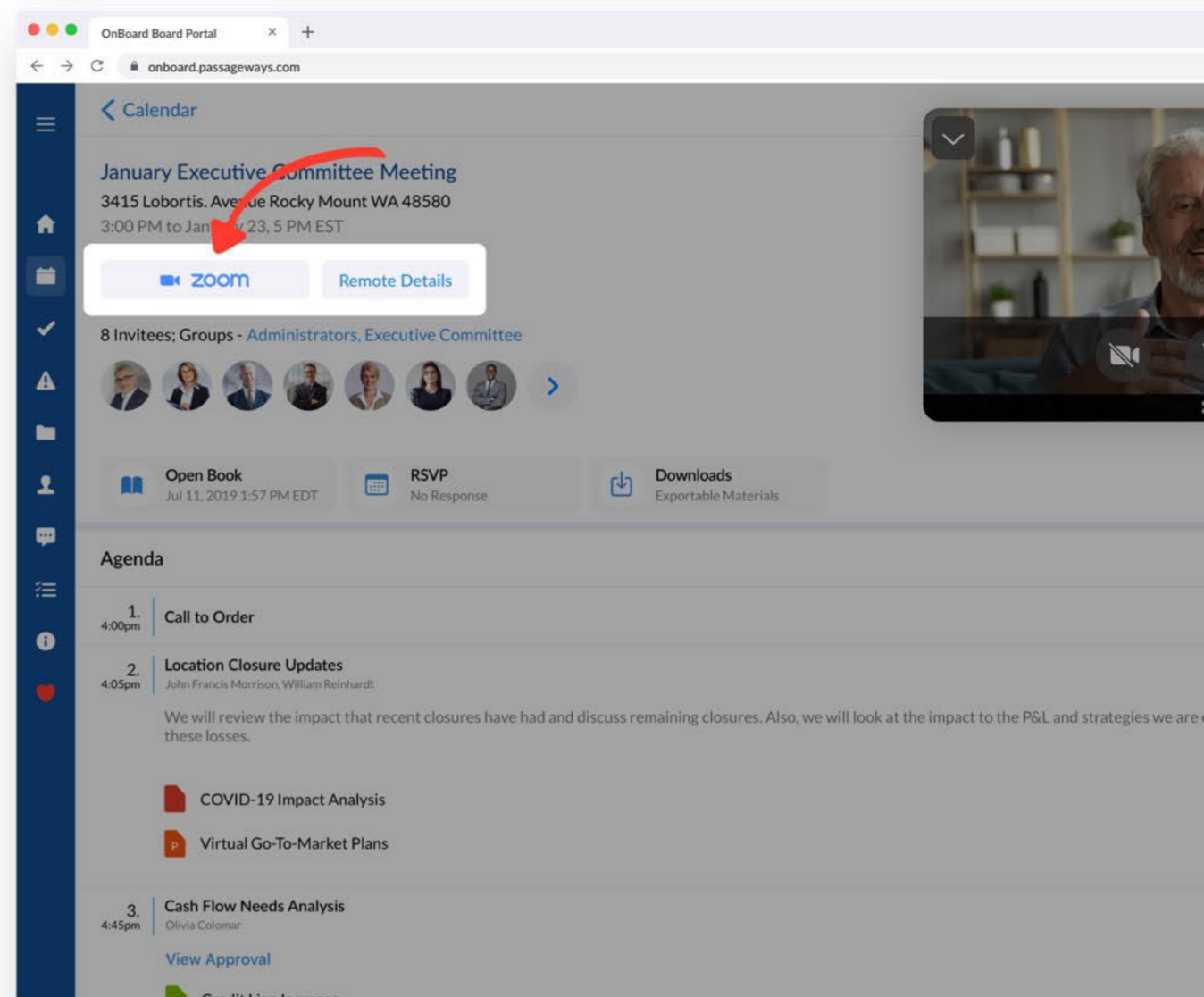
When your directors and leadership aren't together and without access to a Shared Drive, there must be a central repository where everyone can go to get information. OnBoard's unlimited resource center is vital for organizing information you need now, like your Remote Work Policy, Crisis Resilience Plan, Bylaws, and every past Meeting Minute.

- **The Resource Center** is a life-line during a period of remote work. You can't afford to waste days scouring Email, Microsoft Teams, Text Messages, or the Shared Drive. OnBoard is the natural location to keep all business documents, keeping directors and leadership teams organized.
- **Permission Management** at the individual and group level makes OnBoard a compelling tool to keep information in the right hands. Share your Business Continuity and Resilience Folder with everyone while keeping the board meeting archive exclusively in the hands of directors and the CEO.

2. OnBoard Create Clarity on a Meeting Purpose and Place

OnBoard provides each meeting with clarity of purpose, streamlined access, and focused on solving problems.

- **The Dashboard** is the first item your team sees when they sign-into OnBoard – a customizable page showing them urgent announcements, upcoming meetings, and new and important documents. It keeps priorities aligned, information flowing, and your team ready for the next meeting.
- **Zoom integration** and direct conference call links result in one-tap access to any conferencing software. It promises prompt meetings, without having to wonder if someone dialed the wrong number or missed an invite.

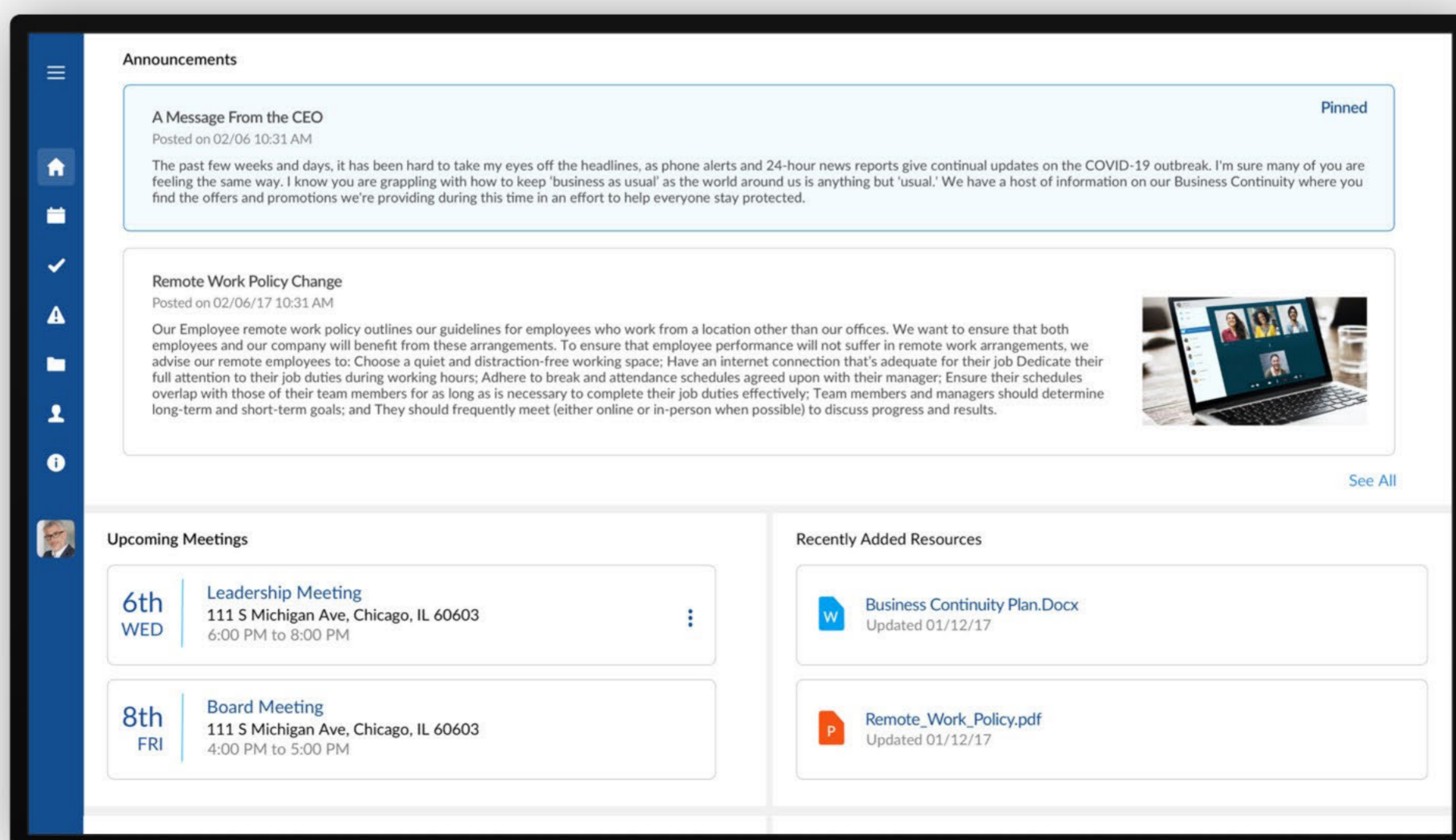


3. OnBoard Ensures Timely & Accurate Communication

Leaders are leveraging OnBoard to create internal announcements for management and organize a decisive response to the coronavirus outbreak. And as new documents flow into OnBoard, directors and leaders are notified in-app and over email that new information is available. That meant that as your team needs to rapidly act, everyone is aligned and focused on the problems they needed to solve.

- **Only the latest version** of every document is available in OnBoard – that means your valuable time isn't squandered deciding if information is current or even relevant

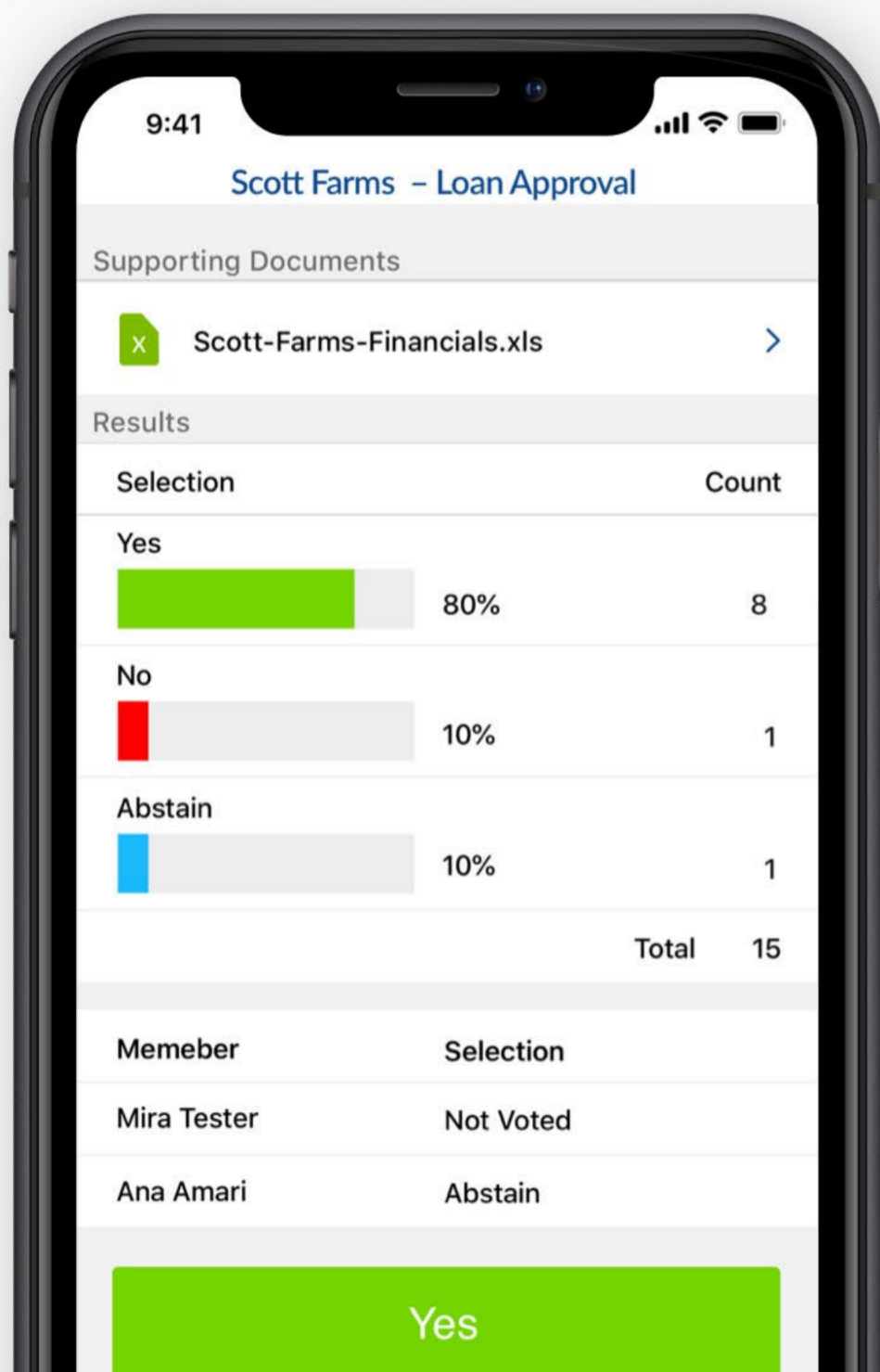
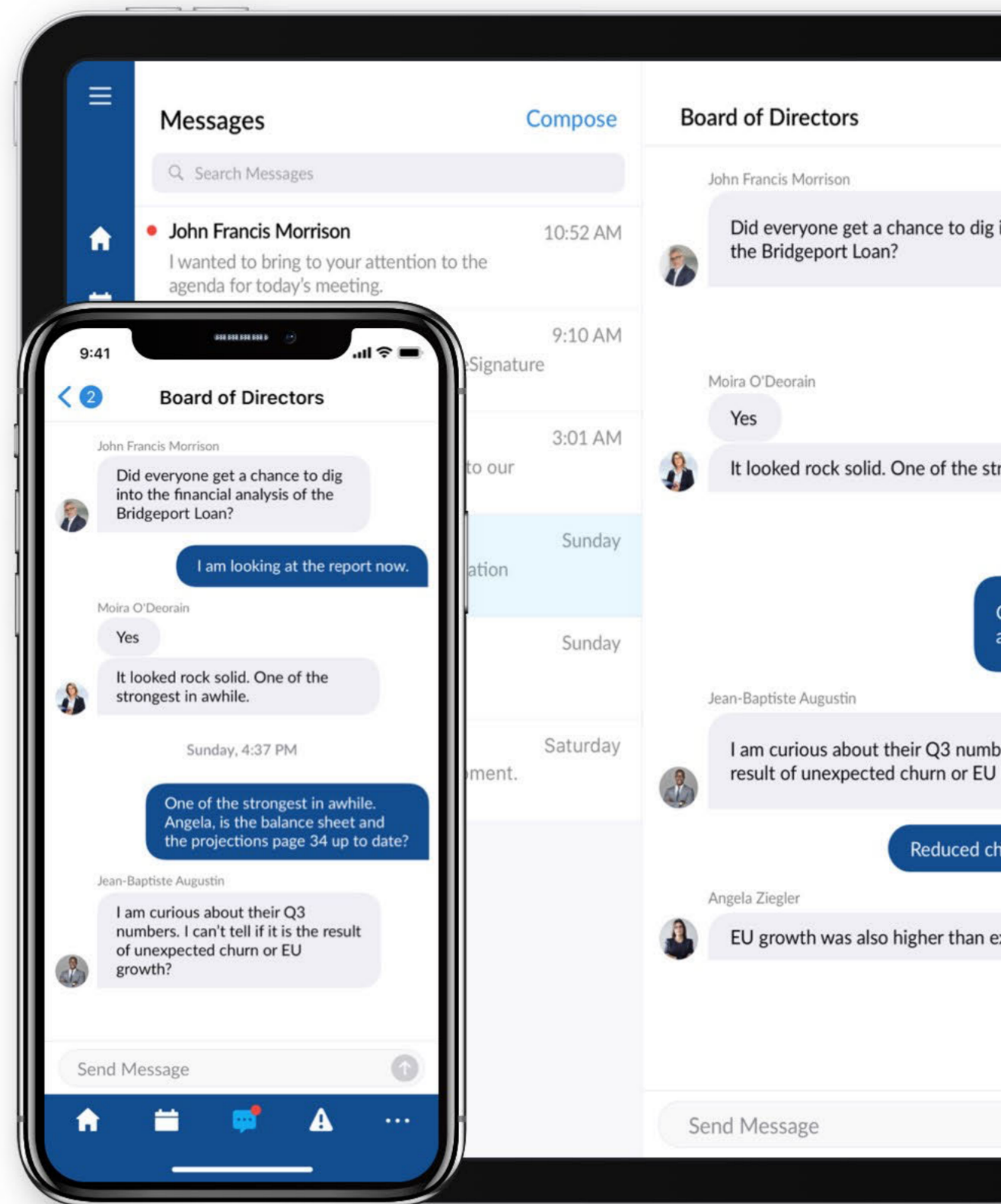
- **The Announcement** panel keeps your team aligned around emergency responses, major announcements – everything you need to know as communication channels are challenged by remote work.
- **Notifications are sent as new information** flows into OnBoard. You're alerted in-app or over email when new reports are available, or finance projections were updated. That meant that as the coronavirus crisis unfolded, leaders kept focus on problems to solve and not questioning the veracity of their information..



4. OnBoard Enables Advanced Preparation

OnBoard provides your team a complete suite of tools to make agile, context-rich decisions. It allows anyone on your team to update and shape a meeting's agenda and makes information flow unabated with sufficient time to review. By equipping leaders with tools like shared annotations and a secure instant messenger, it allows them to think critically and communicate seamlessly – no matter where they are.

- **OnBoard Messenger** allows your whole board and leadership team to collaborate individually or in a group before, during, and after meetings.
- **OnBoard's Meeting Analytics** provides insight into which meeting sections are receiving the most attention and where leadership and board members are making significant notes and annotations. It's clear-eyed data that guides leadership toward both critically important and overlooked meeting information.
- **Notes & Annotations** often spur ideas and can help others think more deeply in advance of your meetings. OnBoard enables users to share notes publicly or with specific individuals. So as remote leadership becomes the new norm, management can raise an important point without needing an in-person side-bar conversation.



5. OnBoard Help Leaders Reach A Consensus

Reaching consensus and quickly capturing the views of your directors and leadership is essential when fast-moving problems are tackled remotely. OnBoard helps your team reach consensus and make decisions between and during meetings.

- **Voting & Approvals** formally record your board's and teams' decisions. As you confront fast-moving challenges, your leaders need to be able to make consequential decisions without formally convening an emergency meeting.
- **Signatures** provide the ability to execute contracts and sign agreements without your team losing momentum. For example, loan committees frequently accelerate their ability to evaluate and issue capital on an ongoing basis leading to substantial new revenue.
- **Surveys** offer your board and leadership team a way to gauge ideas, offer feedback, or decide on smaller-scale issues

Get Started With OnBoard Virtual Meeting Software

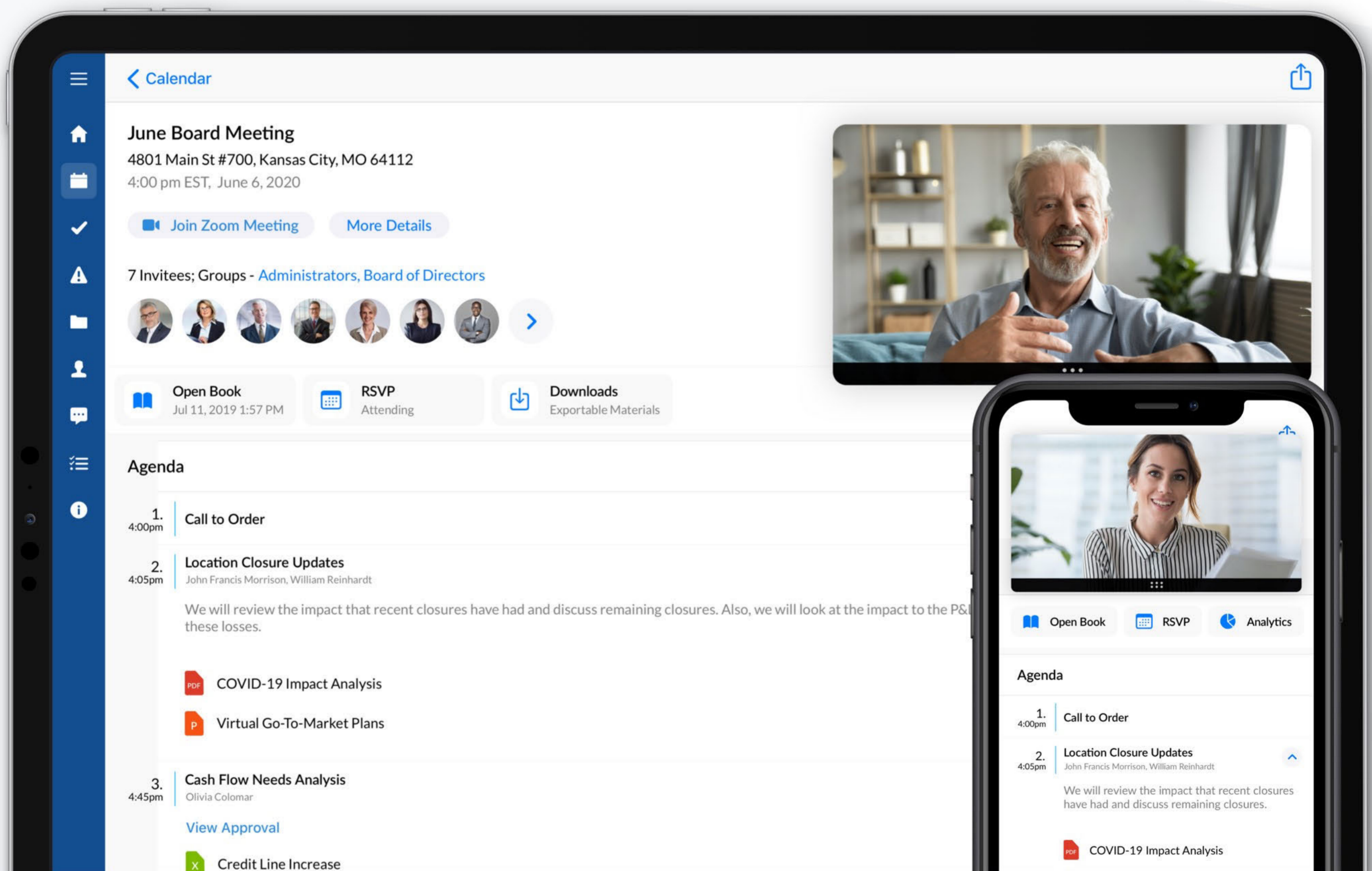
Now more than ever, you need board and leadership meeting management software that's comprehensive, secure, and helps keep your team connected even while working remotely. The answer is OnBoard.

OnBoard provides your team a complete suite of tools to make smarter decisions, remotely, in real-time. It enables directors and leaders to think critically and communicate seamlessly – no matter where they are. So when the meeting starts, directors are empowered to focus on strategy and outcomes.

OnBoard is trusted by more than 12,000 boards and committees around the world because it transforms meetings from operational presentations to strategic working sessions.

Start a no strings free trial today. No questions, no contracts, no credit card needed

[Join a Group Demo](#)



US | UK | Canada



ask@passageways.com



UK: +44 (0) 1628 400612



passageways.com/onboard



Australia: +61 (0) 2 8088 0761



linkedin.com/company/passageways