



HOW I CAN SUPPORT YOUR BOARD OF DIRECTORS



*Behind Every Strong Board is
Strong Support*

STRATEGIC. ORGANIZED. CONFIDENTIAL.
I HELP BOARDS WORK SMARTER & GOVERN BETTER. ♡



MEETING COORDINATION & LOGISTICS

Scheduling meetings, coordinating agendas, venues, materials and attendee logistics.



AGENDA PREPARATION & BOARD PACKS

Creating agendas and compiling clear, well-organized board packages on time.



MINUTES & ACTION ITEM MANAGEMENT

Taking accurate minutes and tracking action items to ensure follow-up and accountability.



DIRECTOR ONBOARDING & SUPPORT

Supporting new directors with onboarding, documentation and key information.



GOVERNANCE DOCUMENT MANAGEMENT

Maintaining bylaws, policies, charters and governance frameworks.



COMPLIANCE & REGULATORY SUPPORT

Ensuring timely compliance with legal, regulatory and reporting requirements.



REPORT & PRESENTATION PREPARATION

Preparing reports, dashboards and presentations to keep the board informed and focused.



COMMITTEE SUPPORT

Supporting committee meetings with scheduling, materials, minutes and follow-up.



COMMUNICATION MANAGEMENT

Acting as the liaison for board communications—professional, timely and confidential.



CONFIDENTIALITY & DISCRETION

Handling sensitive information with the highest level of confidentiality and integrity.



STRATEGIC PLANNING SUPPORT

Helping prepare for strategy sessions, retreats and long-term planning discussions.



BOARD DEVELOPMENT SUPPORT

Supporting evaluations, training, succession planning and continuous improvement.



I'm here to help your Board
stay organized, focused and effective—
so you can lead with impact. ♡

