

VIRTUAL BOARD AND ANNUAL GENERAL MEETINGS

HOW TO HOST SUCCESSFUL VIRTUAL MEETINGS





Don't let the COVID19 pandemic affect your organisation's performance and good corporate governance. Virtual meetings might pose a new territory for most organisations with numerous new challenges accompanying it. The pandemic aftermath must encourage boards to re-visit their strategic objectives and risk appetite.

Statucor has the expertise to assist your organization to host effective board and annual general meetings utilising the right governance tools. We understand the challenges of a virtual meeting and how to ensure effectiveness of such.

OUR APPROACH AND METHODOLOGY

PRE-MEETING ASSISTANCE

- Planning session with key personnel
- Deciding on the right platform: Zoom, Skype, Teams, Hangouts etc.
- Sharing the virtual meeting protocol with all participants
- Virtual meeting Dry-Run
- Compilation of electronic meeting pack, distributed 7 business days in advance

IN MEETING ASSISTANCE

- Monitor quorum
- Adequate access of all participants - video or audio
- Sharing of documents and presentations
- Electronic Attendance Register
- Electronic Declarations
- Consultant attendance



POST MEETING ASSISTANCE

- Electronic approval of minutes and round robin resolutions
- Adequate distribution of meeting action items

ANNUAL GENERAL MEETING

- Planning session - How to host your first AGM
- Legalities regarding a virtual AGM
- Virtual scrutineering and voting
- Notice of the AGM
- Chairman Script
- Voting Results

Let us assist you with your organisations meeting requirements during and after COVID19.
For more information contact Shantel Dartnall, Associate Director: shantel@statucor.co.za

Or visit our website to learn more about us: <https://statucor.co.za/>



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