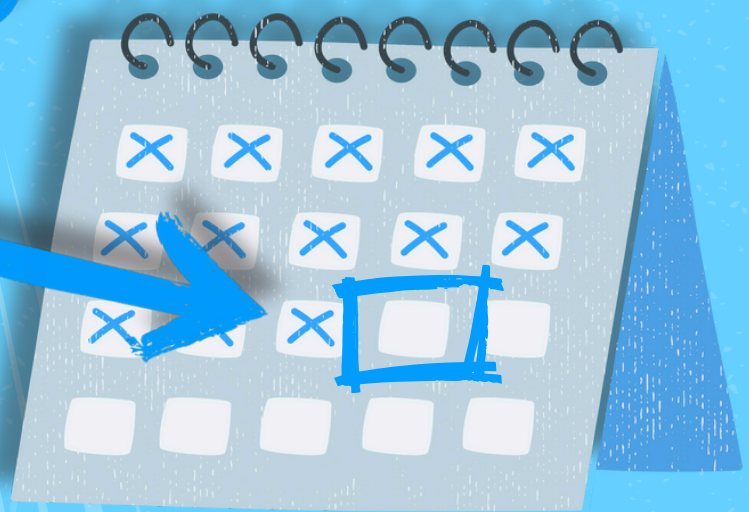
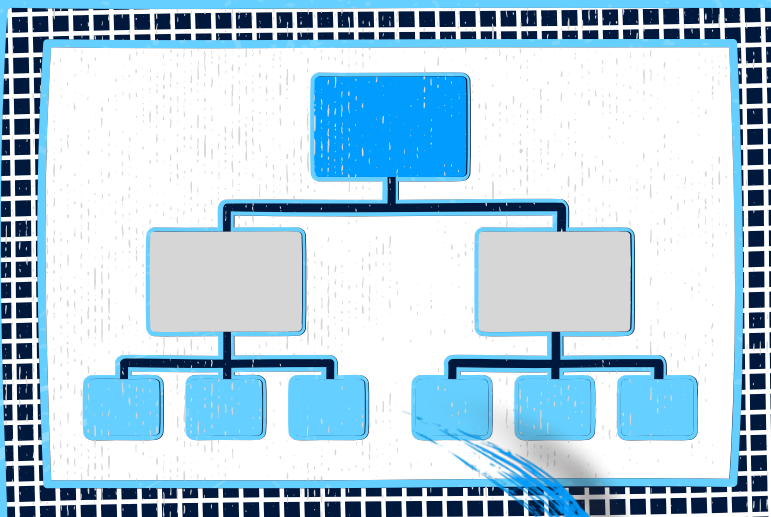


A Comprehensive
Buyer's Guide for

BOARD MANAGEMENT SOLUTIONS



7 Steps Towards Your Board Management Solution



It has been said many times, but we'll say it again: digital transformation is no longer an option. Legal departments must embrace tech solutions to meet rising expectations in terms of efficiency.

Board of directors are tasked with making strategic decisions that **shape the future of organizations**, all while navigating a rapidly evolving regulatory environment and growing risks around data security. Traditional methods of managing board activities—such as paper-based processes, email chains, and manual document distribution no longer meet the demands of modern governance.

Digital tools are indispensable for increased efficiency of boardrooms. They offer simplified organization, centralized access to documentation, and improved collaboration—just a few of the many advantages. A board management solution offers you a **secure digital platform** designed to streamline the preparation, management, and execution of board meetings. It allows board members to access documents, collaborate, and make decisions efficiently—whether they're in the office or on the go. A board management tool **reduces administrative burden, enhances collaboration, and improves the security** of sensitive information.

The question organizations must ask isn't whether to adopt a board management solution, but which one. If you're reading this, you probably agree. You have pain points to tackle and are looking for a way to do so.

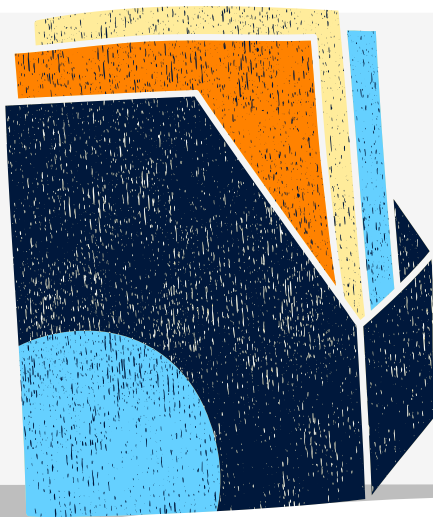
Whether you're a board member, a board secretary or working in procurement, this guide is for you. It's been designed to help you identify the specific issues that your organization faces, precisely define your requirements and select the tool that best addresses your needs and challenges.

Adopting a board management solution is a **major step** for any organization. It changes the way everybody works and represents an important investment, with the potential for a rapid return on investment. **Brace yourself** for questioning, criticism and reluctance to change by preparing specifications, quantifying costs, savings and presenting a shortlist of promising solutions.

To get it right, follow the guide and find the perfect board management solution in 7 steps.

What You'll Discover in This Guide

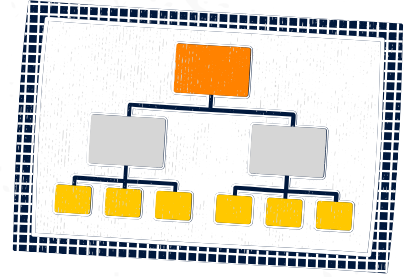
- ✓ **Step 1: Engage Stakeholders**
 - The Core Users: Board Members
 - The Backbone of Board Organization: Board Secretaries
 - Other Stakeholders
 - *What do Stakeholders Want?*
- ✓ **Step 2: How to Engage Stakeholders Effectively**
- ✓ **Step 3: Determine Painpoints to Address**
- ✓ **Step 4: Must-Haves, Nice-to-Haves, No-Gos**
- ✓ **Step 5: Build a bulletproof case**
- ✓ **Step 6: Source & Compare Solutions**
- ✓ **Step 7: Make Your Choice!**



Bonus

- Everybody Wants Change. But not Everybody is Ready to Change.
- Get the **free scorecard** to evaluate your options!
- Board Management and Artificial Intelligence: A Winning Combination

Step 1: Engage Stakeholders



The journey to choosing the right board management solution begins with the critical first step: ensuring that all relevant stakeholders are actively involved from the outset. While board members are the primary users of a board management, this tool will impact multiple teams across your organization. To guarantee smooth adoption and success, their needs and opinions must be considered early in the decision-making process.

Why involving stakeholders is so important

Digital transformation, especially in a sensitive area like board governance, requires buy-in from all levels of the organization. This isn't just about implementing new technology—it's about ensuring that this technology serves everyone effectively. When stakeholders are involved from the start, they are more likely to embrace the new system, and their input helps ensure the tool meets the organization's full range of needs.

The Core Users: Board Members

As the name says, board management is for boards, i.e. the leaders of the organization that meet to decide on the strategy and the future of the entire company. As the primary users of the tool, they may well be the ones initiating the project of digitizing the board room. But even if they're not, board members must take an active role and support the project of acquiring a tool that is designed to facilitate their work.

Defining their needs, wishes and pain points gives you a clear vision of the features and capabilities you should look for. Do they complain about communication issues during meetings? Would they like to access their meeting documents from any device? Frequent travelers might require the possibility to work offline. That's only some of the requirements you may come upon. If you pledge to find solutions that address their needs, you are already a lot closer to a buying decision.

The involvement of the board also ensures the alignment of the board management solution with strategic goals and the organization's broader objectives, such as improving governance, enhancing security, or increasing operational efficiency.

While board members are undoubtedly the primary users of a board management, they are not the only stakeholders in this decision. A successful implementation requires input and buy-in from various groups across the organization.

Engaging board members is crucial for several reasons:



User-centric design

As the primary users, board members' input ensures the selected portal will simplify their work, addressing pain points such as accessibility, document security, and meeting preparation.



Addressing real needs

Board members often face issues like poor collaboration tools or the inability to access documents on the go. Involving them guarantees these pain points are tackled by the portal you choose.



Championing digital transformation

When board members lead the adoption of new tools, they set an example for the rest of the organization.



Securing commitment

Board members who feel that their needs have been considered are more likely to adopt the solution and encourage others to do the same.

The Backbone of Board Organization: Board Secretaries

Board secretaries are the other most important beneficiaries of a board management solution. They handle the **day-to-day tasks of organizing meetings, from invitations to post-meeting follow-up**. Long gone are the days when board secretaries' main tasks only consisted in sending out invitations and taking meeting minutes. Today, they play a pivotal role in ensuring the smooth and effective functioning of the board and the organization at large.

Board secretaries are indispensable for the success of board meetings. **The better the meeting execution, the more impactful the outcome**. For a digital tool to help significantly increase the efficiency of board secretaries' work it needs to offer the features they require, of course. But it also must be intuitive and easy to use to foster quick adoption and of maximum results.

To optimize board meeting organization, **board secretaries must be able to streamline workflows for creating and distributing board packets, easily manage invitations and RSVPs, create and adapt the agenda collaboratively, offer fluid communication and to follow up on the meeting, including meeting minutes, signature tracking, to name only a few**.

The input of this group of users is essential for the project of purchasing a board management solution. **Make sure to understand what they need to streamline the organization of board meetings, before, during and after the meeting.**

Key features for board secretaries



Collaborative tools

Board secretaries need easy-to-use tools for agenda creation, meeting scheduling, and managing post-meeting tasks like minute-taking and tracking action items.



Streamlined document management

Centralized storage and easy distribution of meeting materials are vital.



Efficiency and ease of use

Any solution should simplify their workload, reducing time spent on administrative tasks.

Other Stakeholders

C-suite executives

While not always directly involved in board meetings, executives often need to provide reports and updates to the board. Make sure to include their requirements such as quick access to relevant data and reports, the ability to contribute to board materials efficiently, clear visibility into board decisions and required actions into your project.

IT

The IT team plays a crucial role in ensuring the new system integrates smoothly with the existing infrastructure. They also give valuable insights on requirements regarding data security, certifications and secure access management. Without their buy-in, any implementation could be riddled with technical challenges.

Legal department

The legal team is another source of important input. It ensures compliance with regulations and risk management and helps evaluate the requirements in terms of compliance standards. Involving them at the start of the selection process enables you to get a clear view about compliance and legal requirements that your future solution must offer.

Procurement / Finance department

As with any significant purchase, the finance team will be involved in evaluating the cost and potential return on investment. The procurement department will look for fair vendor selection, favorable contract conditions and potential cost savings from increased efficiency.

What do Stakeholders Want?

Different stakeholders, means different needs. Let's have a closer look at what each group is looking for. This already gives a first idea about the needs and requirements of each group involved in the project.



Stakeholders	What are they looking for?
Board member	Access relevant documentation online and offline Comment and edit meeting documents Access meetings remotely from any device
Board secretary	Create and collaboratively edit the meeting agenda Centralize board documentation Easily track votes and decisions Quickly generate comprehensive meeting minutes
C-level	Access all relevant board material Obtain timely information on decisions and action plans
Legal team	Easily check compliance with legal obligations Access a complete audit trail
Procurement / Finance department	Ensure a fair selection process Get transparent pricing and license agreements
IT department	Easily integrate into the existing IT ecosystem Quick implementation

Step 2: How to Engage Stakeholders Effectively

Now that you've identified the stakeholders, how can you effectively involve them in the selection process? Here are some **strategies**.



Cross-functional selection committee

Create a team with representatives from each stakeholder group. This ensures that all perspectives are considered throughout the process. The committee could include the board secretary, a board member, the IT director, an in-house lawyer and a member of the finance team.

Survey and workshops

You can set up a company-wide survey to gather initial requirements and pain points from a broad group of stakeholders. In a second step you fine-tune these insights by organizing workshops with each department to explore their specific requirements.

Clear communication channels and workshops

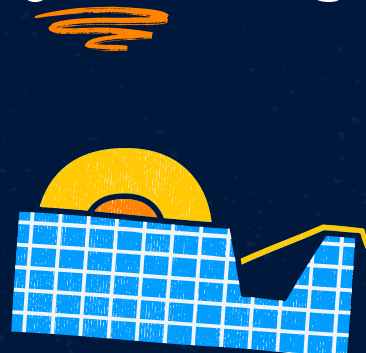
Keep all stakeholders informed throughout the selection process. Regular updates can help maintain engagement and prevent surprises later on. Progress can be reported in a monthly newsletter, for example.

Pilot Tests

If possible, arrange for a demo or for key stakeholders to test potential solutions. This hands-on experience can provide valuable insights and boost buy-in. You can arrange for a small group, including a board member, an executive, to pilot two different board management solutions for a month each.

Everybody Wants Change. But not Everybody is Ready to Change.

Embracing digital transformation can still cause some reluctance among your colleagues. They are handling highly sensitive information and are responsible for data protection, so they might see change and digital solutions as a threat to security. But with the right strategy, you can engage everybody.



Get everyone on board

When starting to implement digital transformation, the first step must be to get all stakeholders on board. **The changes will impact not only the legal department, but the entire organization**, and benefits are even more significant when everybody involved works closely together. To achieve this level of collaboration, **leaders from around the company must understand the importance of digital transformation within the legal department**. Make sure to communicate the different phases and how they are going to improve operations in the legal department and beyond. You should share timetables and action plans and maybe involve them directly in the project implementation.



Give visibility

This is an essential step, for all stakeholders, but more particularly, for the members of your legal team. In fact, **a change is best accepted if it is understood**. The key, then, is to **highlight the benefits** of digital transformation for the legal department. There is no shortage of arguments in this area: time savings due to reduced processing time of files and/or automation of operational tasks, productivity gains, disappearance of tedious tasks, faster contract negotiation times, etc.

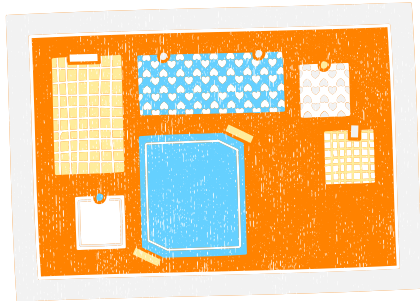
Communicating objectives and expected benefits is paramount! Do not hesitate to go into details, but never forget to reassure your team: technology is there to help and facilitate their work, not to take away their control or replace them.



Communicate results in a timely manner

A digital transformation process involves challenging entrenched practices. It's a collective effort that deserves to be monitored closely. **Identify and communicate success and quick wins to show that the efforts are paying off**. Communicating early successes and achievements is like giving out rewards. It helps motivate teams and increase their level of commitment to the project.

Step 3: Determine Painpoints to Address



If you're looking for a board management solution, that means that there's issues that need to be addressed. Having identified all the stakeholders and their requirements and wishes, you can start setting up a precise list of pain points the solution should tackle.

There are issues that are rather common among traditional boardrooms which your company is likely to encounter:



Organization

- Board packages: time-consuming assemblage of relevant documents, plus printing, shipping, etc.
- Invitation follow-up: difficult tracking of RSVPs and attendance
- Meeting minutes: hours of work, transcriptions, risk of missing information



Collaboration

- Difficulty sharing/commenting on board materials
- Lack of a centralized platform for discussions between meetings
- Challenges in coordinating schedules for meetings and calls
- Last-minute changes to board packets mean reprints, re-distribution, or sending multiple versions electronically, leading to confusion.



Security

- Risk of data loss/breach from unsecured email communications
- Challenges in maintaining compliance with data protection regulations like GDPR
- Difficulty in controlling access to sensitive information



Convenience

- Lack of offline access to materials
- Inability to access documents while traveling
- Compatibility issues with different devices and platforms



Decision making

- Complex signature processes/tracking
- Difficulty in managing voting processes
- Risk of lacking or non-timely information delaying strategic decisions
- Tracking decisions made during meetings and ensuring action items are completed

The pain points above are common ones. But your organization has its very own set of additional pain points and requirements. The important thing is to list and to hierarchize the problems the board management solution should address. This helps define your specifications very precisely. How to identify them?

Methods to Uncover Specific Challenges



Conduct stakeholder interviews

Set up one-on-one meetings with board members, executives, and major stakeholders and ask open questions about their needs, aspirations – and their biggest frustrations. Probe for specific examples of inefficiencies or risks, to get a precise view of their requirements.

Review past meeting minutes and materials

In existing documents, you're likely to find the mention of recurring issues or complaints. Check if there have been delays or errors in document distribution and topics that require a lot of time.

Analyze your current processes

This may take you some time, but it's worth every minute! Map out your full meeting lifecycle from preparation to follow-up and time the different steps to identify time-consuming manual tasks. Don't forget to flag repetitive, error-prone ones.

Survey board members and support staff

An additional means to get feedback from all stakeholders is a survey. Use anonymous surveys to encourage candid feedback. Include both multiple choice and open-ended questions. Also ask about the time spent on board-related tasks.

Consult with IT and legal teams

Review compliance requirements and current gaps with the legal team. Flag past compliance issues or near-misses. Same for the IT team: discuss past security incidents to identify the needs in terms of security and identify integration needs with the existing IT ecosystem.

Step 4: Must-Haves, Nice-to-Haves, No-Gos



With a clear understanding of your pain points, the next step is to **translate these into specific features and capabilities you need** in a board management solution. This process helps you distinguish between essential requirements and desirable extras. You can separate into must-have and optional features or allocate weights to each capability you're looking for.

Start by listing all the features that address your identified pain points. Then, **categorize them**.

Must-haves



Secure document storage and sharing

- Centralized repository for all board materials
- Granular access controls for different user types
- End-to-end encryption for all data

Intuitive document management

- Version control with clear audit trails
- Tag management
- Easy upload and organization of files
- Robust search functionality across all documents

Meeting management

- Agenda builder with timing tools
- Attendance tracking
- Voting and polling features

E-signature capabilities

- Legally binding electronic signatures for resolutions
- Tracking of signature status

Collaborative tools

- Ability to add comments and annotations to documents
- Shared note taking during meetings
- Shared minutes directly on the platform

AI-powered features

- Automated meeting summaries
- Smart search with natural language processing
- Audio transcript of meetings in editable text format

Mobile accessibility

- Native apps for iOS and Android devices
- Offline meeting preparation thanks to access to downloaded materials

Compliance and reporting

- Customizable report generation
- Data retention controls



Nice-to-haves

Advanced analytics

- Board performance metrics
- Attendance and engagement tracking

Integration capabilities

- Single sign-on (SSO) with existing company systems
- API for connecting with other tools
- Integration of different entities

Multi-language support

- Interface available in multiple languages
- Document translation features

Virtual meeting tools

- Built-in video conferencing
- Screen sharing capabilities

Board evaluation tools

- Customizable assessment questionnaires
- Anonymized feedback collection

Task management

- Assign and track action items
- Automated reminders for upcoming deadlines

While focusing on current pain points is crucial, also **consider future needs** as your organization evolves. Are you planning to expand the board or add new committees? Do you anticipate increased regulatory requirements in your industry? Will board members be increasingly geographically dispersed? These criteria's will **guarantee that your choice is the right one in the long run.**



Define your no-gos

There are certain criteria that are not directly linked to product features but are non-negotiables for your company. In addition to must-haves and nice-to-haves, you must also identify any absolute requirements or deal-breakers.

These often relate to:

- Security standards (e.g., SOC 2 Type II compliance)
- Data hosting location (e.g., must be within specific country or region)
- Accessibility standards for users with disabilities
- Maximum budget constraints
- Implementation timeline requirements

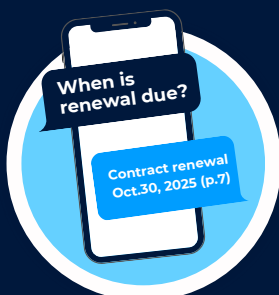
Board Management and AI: A Winning Combination

AI is more and more relevant when it comes to Board Portal tools, why? Because it helps gain a lot of time and enhances lengthy processes and tasks. Below are some practical use cases that will convince you AI driven features are for sure a must have and not just a nice to have.



Meeting minute generation in seconds

Automatically creates detailed, accurate minutes based on the meeting documentation. Increases speed and accuracy and saves time spent on manual note-taking and editing.



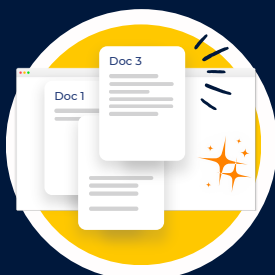
Chatbots for real-time Q&A

Integrated AI chatbots can answer board members' questions on open documents instantly, providing relevant information and clarifications. The chatbot should support multilingual settings, and legal terminology.



Editable audio transcriptions

Gives access to meeting discussions in an AI-generated document that can be viewed, edited and translated, offering a precise record of the meeting and the possibility to track discussions.



Document summarization

AI-generated summaries help convert complex documents into concise information, highlighting relevant essential details and ensuring no important element is overlooked.

Step 5: Build a Bulletproof Case



With your requirements clearly defined, the next step is to build a compelling business case for investing in a board management solution. This step is crucial for securing buy-in from key decision-makers and justifying the investment of money and resources.

	ACTIVITY	WITHOUT a board management solution	WITH a board management solution
TIME SPENT	Hours spent by administrative staff preparing board materials	40 hours per meeting x 6 meetings/year = 240 hours	120 hours saved (50%) = €18,000
	Board members time wasted searching for documents or revisiting previous discussions	3 hours x 12 members x 6 meetings = 216 hours	65 hours saved (30%) = €9,750
	Executive time spent on manual approvals and signatures	2 hours x 5 executives x 12 times/year = 120 hours	90 hours saved (75%) = €13,000
MATERIAL COST	Printing and binding of board books and consumables	Ex: €50 per book x 17 recipients x 6 meetings = €5,100	Elimination of printing and shipping
	Courier or shipping fees for physical documents	Ex: €30 per book x 17 recipients x 6 meetings = €3,060	
TECHNOLOGY COST	Current solution for file sharing or video conferencing	Software license €5,000/year	50% reduction in IT support needs: €3,750
	IT support time for maintaining multiple systems	Ex: 100 hours/year x €75/hour = €7,500	

Assuming an average hourly rate of €150, total time cost = €86,400/year

576 hours/year

**Total savings
€53,160/year**

This table shows the **significant savings that can be obtained with a board management solution**. And it doesn't even include costs induced by missed opportunities due to inefficient processes or a lack of timely information. Let's not forget about the benefits and positive outcomes that are less easily measurable or quantifiable but are nonetheless an asset for your organization.

While ROI is important, **there are benefits that are not strictly financial**, with positive outcomes that are less easily quantified in financial terms. They include:

- Overall improvement in **corporate governance** as enhanced board effectiveness and better information lead to better informed decision making and increased transparency.
- **Many hours** saved to help legal teams focus on more value added tasks rather than organizing documentation and manually reviewing documents.
- Overall improvement in **collaboration and communication** across parties, leading to a more harmonious work environment and less misunderstandings.
- Better information also means **faster decisions**, which gives your organization a competitive edge. Adopting a board solution even has a positive environmental impact, with a significant reduction in paper use and a lower carbon footprint from reduced shipping and travel.



You have to motivate with a big bold value proposition and share the purpose. If you don't motivate, they will resist change no matter the tactics.

Gartner "Top Insights for Improving Legal Technology Adoption", 2024

Present Your Case for Maximum Impact

To convince the decision makers, and optimize impact of your findings, compile them into a clear, **concise presentation** that should include:

- **Executive summary** offering a quick overview of the pain points the purchase will address, the projected return on investment as well as the main non-financial benefit
- **Outline of the current situation**, existing processes and challenges and the costs and inefficiencies they entail
- **Presentation of the solution**, the key features and benefits of a board management tool and how it addresses the main challenges
- **Financial analysis** breaking down the costs and the savings generated by the adoption of a board management solution and ROI calculation for 1-year and 5-year periods
- **High-level implementation plan** including timelines and required resources
- **Risk assessment** mentioning potential issues and their mitigation, but also risks of not implementing a board management solution

Step 6: Source & Compare Solutions

With a clear understanding of your requirements and a strong business case, you're ready to identify and evaluate potential board management solutions. This process involves researching the market, creating a vendor shortlist, and conducting initial assessments.



Research the market

Start by researching the market for potential vendors. Beyond simple online searches, you can review industry publications and check comparison websites.

Your professional network can also prove useful: ask colleagues for recommendations and/or consult with industry associations. The same goes for conferences and tradeshows where you can meet vendors and collect information on trends and features.

Establish a vendor list

Use your research to narrow down the list of potential vendors:

- Compare vendor offerings against your must-have and nice-to-have features.
- Eliminate any vendors that don't meet your non-negotiable requirements.
- Consider factors like:
 - Vendor reputation and financial stability
 - Industry experience and client base
 - Geographic presence and support capabilities
 - Product roadmap and innovation focus
- Aim for a shortlist of 3 vendors for in-depth evaluation.

Create your shortlist

These criteria's help narrow down the number of vendors you will want to contact. Be sure to focus on key ones to avoid overloading your teams and creating decision fatigue. The number of vendors that you consider depends on the offer and of course on the procurement processes within your organization.

Once the shortlist of vendors is established, you can go more into detail and compare the solutions as such. Don't hesitate to ask for a demo or a POC to evaluate it in real-life conditions!

Make a list of questions

Make a list of key questions to ask all of the potential service providers, to get a clear picture of the pros and cons of each of them. **Look at:**

- pricing and licensing models
- ease of implementation
- integration with your existing tools
- scalability in terms of users as well as add-ons of additional features
- maturity of their AI features
- security features
- support conditions

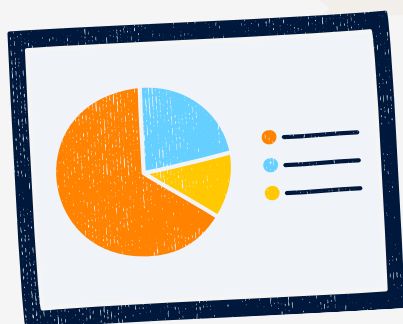
Also, don't hesitate to play devil's advocate with questions such as "Why should we choose you instead of your competitors?"

Conduct initial assessments

Below an abridged example of a comparison matrix that gives a clear overview of the strengths and weaknesses of each vendor.

Yours will look different of course. Need inspiration to create your own score card?. We created a comprehensive list of possible specifications in a downloadable excel file.

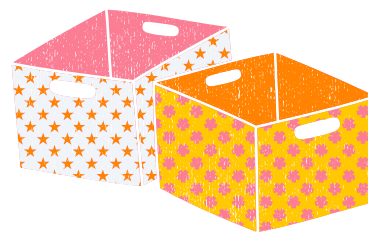
Item	Vendor A	Vendor B	Vendor C
Security (Encryption, MFA)	✓ Strong	✓ Strong	⚠ Moderate
Ease of Use	✓ Excellent	⚠ Good	✗ Complicated
Customization and Scalability	✓ Highly scalable	✓ Scalable	✗ Limited options
Integration with other tools	✓ Full integration	✗ Partial	✓ Full integration
Customer Support	✓ 24/7 support	⚠ Limited support	✓ Comprehensive
Trial/Testing Feedback	\$50/user/month	\$60/user/month	\$45/user/month
Pricing	Positive	Neutral	Negative



Get the free **scorecard to evaluate your options!**

Download

Step 7: Make Your Choice!



After carefully identifying your organization's needs, defining must-have features, building a business case, and sourcing potential solutions, you're now ready to make a final decision on which board management to implement.

Investing in a board management is more than just improving the efficiency of meetings. It's about empowering your board to make faster, better-informed decisions with the confidence that their communications and documents are secure.

As you embark on this journey, remember that a well-implemented board management will not only simplify processes but also foster a more collaborative, transparent, and secure governance culture within your organization.

Discover DiliTrust's Board Portal

A comprehensive solution that enables board members and general secretaries to collaborate in a dedicated and secure environment.



**Easy to use
for everyone**

Our suite is designed to ensure that every user, from board managers to executives, can navigate the platform effortlessly. By simplifying the entire board management, our solution promotes efficiency for all stakeholders involved.



**Tailored to
your needs**

Board organizers have to juggle with specific constraints and needs. You can adapt how you use the Board Portal to meet their needs, even as those need evolve over time. Flexibility doesn't come at the cost of simplicity with DiliTrust: the platform can be adapted easily.



**Secure
and reliable**

DiliTrust's Board Portal offers the highest level of security. Operating boards for hundreds of traded companies, our tool will exceed your expectations, providing advanced security features within your sovereign infrastructure.

Contact us today to explore how our board management solution can support your organization's governance needs. We'll be delighted to show you the DiliTrust Board Portal in action.

See the Board Portal in action

Discover the Board Portal's Main Features



Explore some of the key features our Board Portal has to offer.

Feature	What it means	How it can help you
Meeting Preparation	Possibility to speed up preparation by duplicating previous meetings, votes and surveys and accessing past resolutions and outcomes and easy preparation of digital board packages. Easy preparation for meetings with AI-powered Document Summary.	The tool helps board secretaries prepare meetings faster, saving up to 50% of their time, and board members to be better informed in less time ahead of upcoming meetings.
Document Management	Centralized document storage, and paperless operations through secure document sharing within the portal, with granular access permissions according to members' roles and rights.	This will improve collaboration among users and give all participants access to the information that is relevant to them.
Communication & Notifications	Simplified invitation process via the platform and easy tracking of RSVPs. Custom notifications and email reminders for seamless communication and efficient task management.	Streamlined communication within the secure platform, avoiding data breaches due to multiple channels. Automatic notifications ensure continuous information of all participants and minimize the risk of missed dates or deadlines.
Collaboration Capabilities	Real-time collaboration among all users, enabling collaborative agenda preparation and instant edits to documents, secured by granular access rights and watermarked documents. Multilingual collaboration thanks to AI-powered DiliChat,	Enhanced collaboration and efficiency, avoiding the back and forth of classic collaboration methods, without compromising on data security. Breaking down language barriers by enabling collaboration on documents in different languages.
Electronic Signatures	Facilitates remote meeting, enabling online voting and secure digital sign-offs from anywhere. This capability also simplifies signature tracking and traceability.	Simpler, faster decision making without the hassle of chasing after missing signatures, minimizing the risk of missed signatures and deadlines.
Minute Generation	Quick Minute Generation based on meeting documentation with generative AI, completed by AI-powered Audio Transcription transforming audio recordings into editable documents.	Save time through gen AI by creating meeting minutes that can be used by all. It promotes accountability and transparency while simplifying record-keeping and retrieval. The historical data enables easy audit trail tracking.
Analysis & Reports	A feature to get a comprehensive view of board efficiency, with custom KPIs and embedded statistics. Audit of activities, tracking of information such as user data, meeting details, and survey history.	Empowers data-driven decision-making. Board members and secretaries can monitor the performance and generate reports to communicate efficiently with stakeholders, for improved governance accountability and a comprehensive audit trail.



WE HOPE YOU ENJOYED THIS GUIDE



**We'd love to hear
from you!**

Visit our website www.dilitrust.com to download more contents like this or [get in touch with our team to discover our Board Portal solution.](#)

About DiliTrust

DiliTrust is a global provider of AI-powered SaaS solutions dedicated to empowering in-house legal teams by giving back valuable time and peace of mind.

Leveraging its proprietary AI, DiliTrust secures and streamlines legal operations, allowing teams to focus on strategic decision-making and maximize their impact within the organization.

The DiliTrust Governance suite enables legal departments to efficiently manage the entire contract lifecycle, centralize entity management, secure board meetings, and maintain control over matter management. Supporting more than 2,500 businesses across over 60 countries, DiliTrust has a presence in key locations, including Canada, Dubai, France, Germany, Italy, Mexico, Spain and the United States.

Committed to fostering simplicity, innovation and security, DiliTrust helps legal departments work smarter while enhancing operational efficiency and minimizing risk. Discover more at www.dilitrust.com.