

5 Tips for Transitioning to Paperless Board Books

The need is growing for companies to embrace sustainability practices, especially in light of the UN's SDGs and the popularity of ESG investing. According to the U.S. Energy Information Administration, paper production is the third most energy-intensive of all manufacturing industries and the fourth largest contributor to greenhouse gas in the world. Adopting an electronic board software for paperless board books is the first step a company can take to go paperless. In this guide, we discuss our five most successful tips and tricks to implementing a paperless board book for a greener and more streamlined board.



PAPERLESS

According to the EPA, a paperless office can save \$80 per employee on an annual basis. For companies with 400 employees, that's \$32,000 per year. Paperless initiatives start at the top, with the board of directors. Board administrators spend endless hours and countless funds on preparing, printing, and shipping paper board books. Administrators can create electronic board books in a matter of minutes, with drag-and-drop technology on an intuitive platform. Our tips and tricks for a paperless transition will save your board of directors' time and money.

1 GET DIRECTORS ON BOARD WITH THE PAPERLESS TRANSITION

- To keep boards of directors on track with the decision to move to a paperless board book, ensure they understand the value.
- Show your board of directors how an electronic board software and paperless board books will benefit them.
- Address risk and compliance concerns with tighter security to ensure sensitive documents and data are protected.

2 HAVE A PLAN FOR DISPOSING OF PAPER DOCUMENTS

- A considerable effort will have to go into scanning paper documents into digital files and disposing of paper documents.
- Electronic board software makes it easy to organize all documents in a common document library, with drag-and-drop technology that easily creates paperless board books.

3 GET SOFTWARE AND PROPER TRAINING

- While boards of directors are preparing to move to paperless board books, the right board software is imperative.
- Conduct research, schedule demonstrations, and make the best decision for your board of directors.
- Once a decision is reached, easy training and implementation should take place to ensure 100% paperless board book adoption.

4 IMPLEMENT A STRICT PROTOCOL

- Directors should generate digital reports and save them in their secure paperless board book, which can be reviewed on a web browser, smartphone, or on a tablet.
- Directors can also encourage the use of apps and do away with the requirement that printed documents must be physically signed.

5 ENJOY THE BENEFITS OF PAPERLESS

- Once the steps to adopting a paperless initiative and a paperless board book are complete, less effort is needed to ensure your company and board of directors stay paperless.
- Your board will become more streamlined, secure, and cost effective.

THE SECURITY OF PAPERLESS

Paper documents can often be hard to secure, unlike electronic board software and paperless board books. Storing documents in a cloud-based platform is safer than keeping sensitive information and documents physically in an office. Digital documents are often encrypted and protected by numerous stringent layers of security and redundantly managed firewalls.

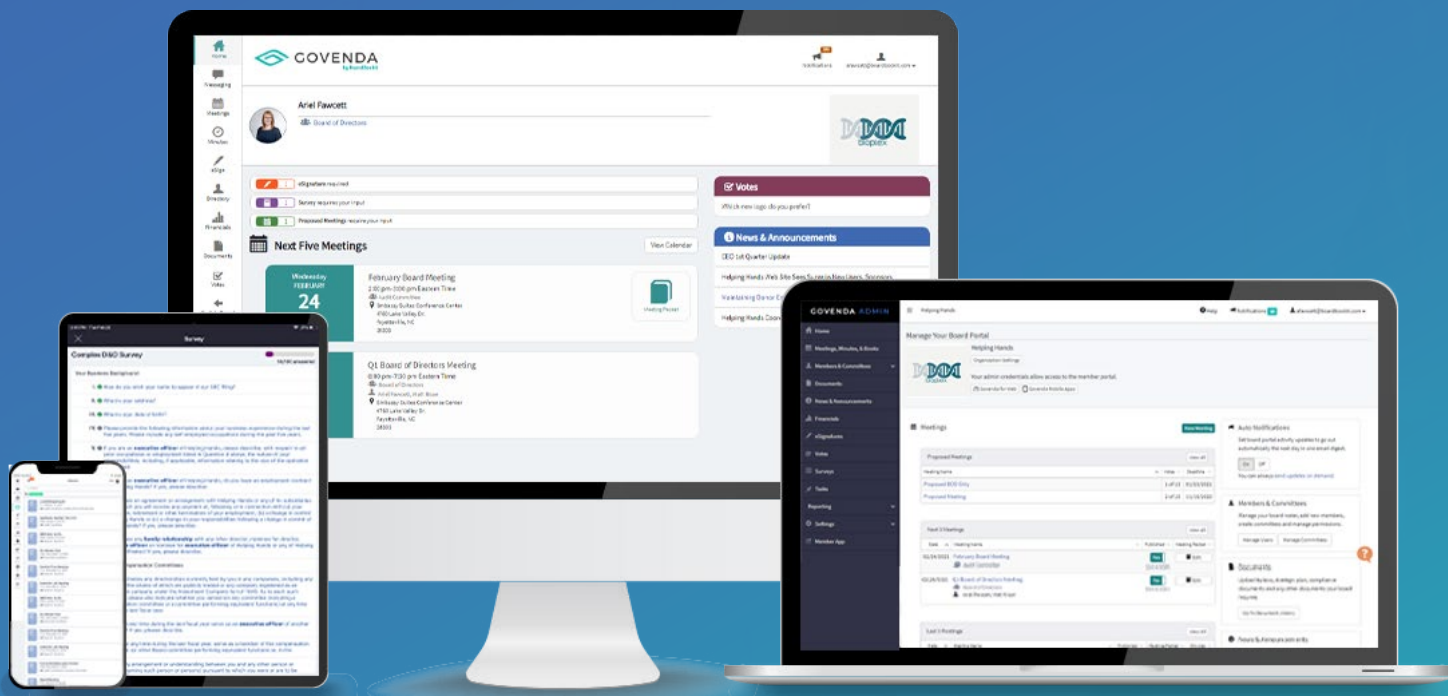
When paperless board books are stored in the cloud, they are not susceptible to being mixed up in filing cabinets or meetings or being accidentally left in the cab a director took to the airport. Even if a device is lost, stolen, or compromised, electronic board software that house paperless board books can be remotely wiped, to keep that sensitive paperless information secure. Destroying drafts of paper meeting minutes is also a concern of corporate secretaries after a board of directors meeting.

Corporate secretaries take the utmost care to record the meetings, decisions, and business. When a meeting concludes, it is imperative that the minutes are compiled and approved by directors, and all drafts are promptly destroyed. With paperless board books, all meeting minute drafts are not only securely housed in the cloud-based platform, but they're also easily electronically purged for the safety and security of the board and company.



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