

## BOARD MEETING PREP CHECKLIST

PREPARED BY: THE VA HOUSE  
SPECIALISTS IN BOARD-LEVEL VIRTUAL EXECUTIVE SUPPORT FOR UK CEOS

Preparing board materials is one of the highest-stakes responsibilities of a CEO, yet it's often squeezed into the smallest window of time.

My board meeting prep checklist is designed to help you stay ahead of obvious pressure points by providing a clear, repeatable framework you can use every month. Each section highlights the areas where CEOs most commonly struggle, such as deadlines, formatting, content, and data accuracy.

Use this as a working tool. You can use this yourself or delegate the tasks to a virtual EA. Tick off each task when you've done it and use the notes area to capture any observations, next steps, risks, or items you want to follow up on.

The more consistently you use this checklist, the easier your board prep will become. Before you know it, you'll be walking into every meeting more confident than ever before.

### 1. Workflow & Deadlines

This section helps you get ahead of the process, so your board prep never becomes a last-minute panic the night before. CEOs often feel overwhelmed, not because the work is difficult, but because the workflow behind it is unclear or inconsistent.

These checks will ensure you've set the right timelines, assigned ownership, and built enough breathing room into the process to stay in control from start to finish, not just in the final 48 hours.

#### Have you remembered to:

- ☐ Set the board meeting date and give yourself at least two weeks to prepare any reports
- ☐ Set internal deadlines for every contributor
- ☐ Assign an owner for each section of the pack
- ☐ Create a shared folder for all submissions
- ☐ Block time in your calendar for review and sign-off
- ☐ Allow time for final formatting and QA before the deadline
- ☐ Send the pack 3–5 days in advance and confirm everyone has access
- ☐ Prepare a CEO-only briefing summary

**Notes:**

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## 2. Formatting & Consistency

This is the area where small mistakes will be most visible. Inconsistencies in formatting, branding, or layout can unintentionally undermine your authority and distract from your message.

This section helps you maintain a polished, professional standard throughout your pack, ensuring everything you present reflects the level of leadership your board expects from you.

### Have you remembered to:

- ☐ Apply your template (branding, fonts, colours)
- ☐ Use the same font sizes and spacing throughout
- ☐ Check that headings are aligned and styled consistently
- ☐ Make sure all dates follow UK format (e.g., 18 February 2026)
- ☐ Ensure every chart uses the same colours and design style
- ☐ Update page numbers and table of contents
- ☐ Apply a clear file naming convention?
- ☐ Ensure version control is maintained so that only one file is live

**Notes:**

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### 3. Content Requirements

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It's surprisingly easy to miss key components when you're juggling multiple contributors and tight deadlines.

This section ensures that every essential item is included and up to date. Use this part of the checklist to confirm that the pack includes all the information the board needs to make informed decisions.

#### Have you remembered to include:

- ☐ A clear agenda with timings
- ☐ Previous meeting minutes
- ☐ Previous action list
- ☐ CEO summary update (progress, risks, next focus areas)
- ☐ Financial summary (P&L, cashflow, variances)
- ☐ Current KPI dashboard
- ☐ Forecasts and pipeline overview
- ☐ Key risks and mitigations
- ☐ Departmental updates
- ☐ Strategic project progress
- ☐ Any required investment or board-level decisions
- ☐ Appendices or supporting documents

#### Notes:

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## 4. Data Integrity

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Nothing undermines confidence faster than inaccurate data or contradictory information. This section helps you eliminate errors before they reach the board. From cross-checking KPIs to verifying commentary, these checks protect your credibility and ensure every number, chart, and statement stands up to scrutiny.

### Have you remembered to:

- ☐ Cross-check KPIs across all sections for consistency
- ☐ Verify financial numbers against your accounting system
- ☐ Update all charts with the correct reporting period
- ☐ Ensure commentary matches the data shown
- ☐ Test every link, attachment, and appendix

### Notes:

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## Could a Virtual EA handle any of the above for you?

Even with a strong process in place, you don't have to manage every step yourself. If you're finding that these tasks still take more time, energy or headspace than you'd like, consider whether parts of your board-pack workflow could be delegated.

My board support virtual assistant packages are designed to free up your time, so you can arrive at your next board meeting feeling prepared and relaxed.

### Let me manage the following:

- ☒ Cross-check KPIs across all sections for consistency
- ☒ Verify financial numbers against your accounting system
- ☒ Update all charts with the correct reporting period
- ☒ Ensure commentary matches the data shown
- ☒ Test every link, attachment, and appendix

**All you need to do is book a free consultation and we can get started.**