

Board Meeting Compliance Checklist (South Africa)

Before the Meeting

- ☐ Schedule meetings as per your MOI or constitution (e.g. quarterly or as required).
- ☐ Send timely notice to all board members (preferably 7+ days in advance).
- ☐ Prepare and circulate a detailed agenda.
- ☐ Share relevant board papers and reports in advance.
- ☐ Confirm quorum requirements in line with your MOI or Companies Act.

During the Meeting

- ☐ Confirm that a quorum is present before proceeding.
- ☐ Record all attendees and apologies.
- ☐ Approve previous meeting minutes.
- ☐ Clearly record all decisions, motions, and resolutions.
- ☐ Note declarations of interest or conflicts of interest.
- ☐ Assign action items with responsible persons and deadlines.

After the Meeting

- ☐ Draft accurate minutes and circulate them for review.
- ☐ Approve and sign minutes at the next board meeting.
- ☐ Store signed minutes securely (keep for at least 7 years).
- ☐ Upload digital copies to secure board portals (if available).
- ☐ Ensure all resolutions are properly documented in your records.
- ☐ Schedule the next meeting and note it in the calendar.

Ongoing Governance

- [] Review board performance annually.
- [] Keep directors updated on their legal duties and fiduciary responsibilities.
- [] Ensure financial and compliance reports are regularly tabled.
- [] Maintain a register of resolutions and attendance.