

South African Board Meeting Post-Meeting Checklist

- ☐ Distribute draft minutes within 7 days
- ☐ Confirm approval of previous minutes at next meeting
- ☐ Track and follow up on assigned actions
- ☐ File required resolutions with CIPC (if applicable)
- ☐ Update compliance logs and risk register
- ☐ Communicate decisions to relevant stakeholders
- ☐ Schedule and notify board of next meeting date