



Core Functionality

Office of the Board is designed to facilitate the mitigation of risk and liability, quality governance, best practices, internal controls, a culture of compliance and an operational framework that is proactive easy to use, efficient and affordable. Its core functionality is composed of nine (9) components seamlessly integrated and driven by a unique algorithm that transforms **Office of the Board** into the **Risk Intelligent Framework**.

Boardroom

An executive summary dashboard that provides the user at a glance where he or she may need to focus their attention. Things like unread emails, pending votes and/or signatures, latest topics for discussion, upcoming events, etc.

Email

A business class email account for each member with an outlook like client that provides enterprise grade spam and virus protection, a feature rich email composer and address book. Unique capability like Board Member email accounts marked in "Red" for identification and all email correspondence continuously archived to a professional e-discovery component. Each Office of the Board has its own "theboard@" email account for general correspondence with the Board.

Calendar

A Board specific event driven calendar with single and recurring event management. With day, week and monthly views you can add event titles, descriptions and URLs to your entries. Integrated with other boardroom features that automatically post events to the calendar. Printable at any time for any period as a PDF.

Documents

With its state of the art document manager Office of the Board will provide its members with organization, access and share ability. The Official Records section is automatically configured when the Office of the Board is established providing predefined folders by entity type and legal jurisdiction. The folders themselves provide information as to whether the folder content is legally required or just best practice. If you are concerned about deletion of documents Office of the Board comes with a Double Authorization setting so documents cannot be purged without final approval by a member with Double Authorization authority.

Managing Risk and Liability in a Framework of Efficiency and Utility

Contacts

A Board specific centralized contact address book automatically populated based on Office of the Board user's profile and printable at any time as a PDF.

Publisher

Drafting and publishing topics or specific documents could not be easier. Discussions, Agenda, Minutes, Resolutions, Unanimous Written Consents and more can be easily published to Topics for review, comment, e-signature and voting all within the Office of the Board itself. If Office of the Board's repository of various document templates is not enough we provide the ability to create your own templates from ours or from scratch.

Topics

A collaborative space where Board Members can carry on an over-time discussion of any subject drafted from the Publisher. Each topic contains the ability to provide discussion based comments and can include electronic signature requests and voting if required. Each Topic can be converted to a PDF for printing or saving to the Document Manager, or deleted according to a retention policy. All topics are completely searchable.

Links

A library of resource links that is automatically configured when the Office of the Board is established based on entity type, legal jurisdiction and other variables. Members of all experience levels can use the links library as an educational and practical resource.

Consults

The Consult Your Colleague resource is available to Board Members and Presidents. Permitted members can consult with Board Members and Presidents of other Offices of the Board about familiar topics and obtain advice.

Administration

A full administrative panel to easily configure and manage your Office of the Board. From adding members, to allowing or denying access to features, to adding new email accounts, creating new affiliations and positions to managing Policies. Office of the Board provides the granularity to configure your Office of the Board to your specification.

Help

A complete help system at your fingertips, searchable and intuitive with screen shots to help guide the way making it easy to learn and take advantage of all that Office of the Board has to provide.

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Office of the Board – The Risk Intelligent Framework

Office of the Board with its patent pending Risk intelligent Framework is a revolutionary technology centric business process Framework. Designed from the ground up to mitigate risk and facilitate the operational management of an entity's Board, Board Members and Affiliates. It is an easy, safe, affordable way for entities to instantaneously have a permanent Framework for communications, document management, collaboration and other resources so its Members are protected.

The moment an entity creates an Office of the Board its proactive Risk Intelligent Framework immediately establishes an environment designed to insure quality governance, best practices, internal controls, and a culture of compliance. Office of the Board will proactively notify you of pending actions requiring your attention, insure that your Board communications are separate, safe and secure, it will allow you easy and convenient access to Board documents, it will provide a level of transparency as to compliance and general record keeping.

Please visit us at <http://www.officeoftheboard.com> for additional information.

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