



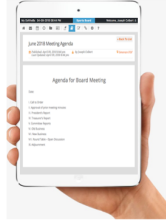
# Reduce risk to your association while you improve efficiency

## The all-in-one PTO board management solution



### Get Organized

All your board information in one secure and easy to access location.



### Get Efficient

All board workflow is online. Get your board work done on your time without annoying emails.



### Get Protected

Protect your board members from risk and liability. Insurance is not enough.

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#### Official Record Management

Create, manage and archive all of your board's official records in one secure and easily accessible location. Documents such as policies can be signed and filed digitally. No more tracking down policies or signatures. No more lost or missing documents. All board historical information will now be in one organized and easily searchable place.

#### Fewer Meetings

Volunteers have limited time for board work. Board tasks can be done whenever convenient for board members. Everything is in one place to access whenever they have time. Office of the Board's efficiencies allow some boards to get all that is needed done without many in person meetings. Electronic discussions, voting and signing saves a lot of time.

#### Paperless Workflow

All board operations can now be done paperless. Board meeting agendas and minutes, with associated documents can now be prepared, commented on, and voted on completely digitally. No more wasting paper and time creating and distributing board books.

#### Seamless Board Transitions

With sports boards there is continuous transition of board members. As new members are added to the board they will now have access to all historical records and "institutional memory", making them better board members from day one. When board members retire all their board information is left behind for new members, freeing them from having to search and gather board documents from other locations.

#### More Efficient Board Meetings

Boards can now actively manage their Board responsibilities such as commenting, discussing, signing, voting, memorializing, etc., all within the confines of one constant framework. Much of the Board work that gets pushed to the Board meetings can now be completed ahead of time making the Board meetings shorter and more productive.

#### Policy Management

Serving on a volunteer sports board is not without risk. Board members are sued every day. The more disorganized the board the more risk and cost a suit can bring. Now all of your sports board information is organized and stored separately from your work and personal documents. Best practices is to not commingle board records with home and office computers.

[www.officeoftheboard.com](http://www.officeoftheboard.com)

Call 212.658.1912