

## **UK Board Meeting Post-Meeting Checklist**

- ☐ Distribute draft minutes to all board members within 5-7 days
- ☐ Confirm approval of minutes at the next meeting
- ☐ Follow up on all assigned action items
- ☐ File relevant decisions with Companies House (if applicable)
- ☐ Update risk registers and compliance logs
- ☐ Schedule and notify members of the next meeting
- ☐ Store meeting records securely for audit or governance review