



## Best Practices for Board Package Preparation

12 - 1:30 pm PT  
1 - 2:30 pm MT  
2 - 3:30 pm CT  
3 - 4:30 pm ET

WEBINAR OR ON-DEMAND WEB LINK  
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**Tuesday, July 12, 2011**

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Directors must receive complete, yet concise, information in order to make informed decisions for your bank. Examiners regularly pour through board packages and board minutes to ascertain whether directors are getting the correct information, in a timely fashion, and whether it is accurate.

This session will cover the agencies' expectations as well as the common sense items the board needs for their discussion. The content and timing of the package and what other community banks include in their board packages will be included. *You'll walk away from this session with tools that can be implemented immediately.*

**Continuing Education: Attendance verification for CE credits provided upon request.**



### HIGHLIGHTS

- Sample loan reports – the different types of reports that community banks present to their boards, including some samples for comparison purposes
- ISO's (Information Security Officer) reports to the board, including what other banks are doing
- Security Officer's annual report to the Board – what is expected by the regulators?
- Risk Management reports to the board, including a summary sample for the eight risk categories
- BSA – the specific reporting requirements.
- Content and timing – a sample Table of Contents for a board package, as well as how/when the board should receive their package

**NOTE:** Participant materials will be provided in Word so the text and tools can be easily incorporated into your bank's policies and procedures.

## **WHO SHOULD ATTEND?**

This informative session is designed for directors, senior management, board secretaries, auditors, ISOs, compliance officers, security officers, and senior lending officers.

### **MEET THE PRESENTER**

**Ann Brode,  
Brode Consulting Services, Inc.**



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