



Write to Govern: How to write effective board papers

Mary Morel

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So many board papers fail to achieve their purpose. They're unclear, provide irrelevant detail, are far too long, or simply fail to make their point. Boards need to make decisions based on clear, concise and complete information. With an increasing number of high-profile corporate collapses over the last few years, the quality of reporting is more important than ever. Write to Govern, now in its second edition, shows step by step how to write board papers of the highest quality. The first section covers the board's role and looks at conventions for noting and decision papers. It also includes advice on templates. The second section covers every aspect of the writing process – planning, writing and proofreading – and includes chapters on visuals (graphs and tables) and PowerPoint.

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