

# Managing Board Packages with Doxim ECM



The Doxim Board Packages solution allows organizations to quickly and easily upload and share all board documents, materials and correspondence with their board members through a secure web-based repository – Doxim ECM.

Once a given set of board related documents are compiled, uploaded and ready for sharing, board members can simply log into Doxim ECM to review/read documents in preparation for an upcoming board meeting.

As with any document stored in the Doxim ECM repository, board package information can be easily searched, securely viewed and even downloaded and printed, if required. This leads to better, more streamlined board communications and, in consequence, more productive meetings.

Doxim Board Packages also enables organizations to save on print and postage costs as the requirement to print and mail board related materials in advance of scheduled meetings can be completely eliminated.

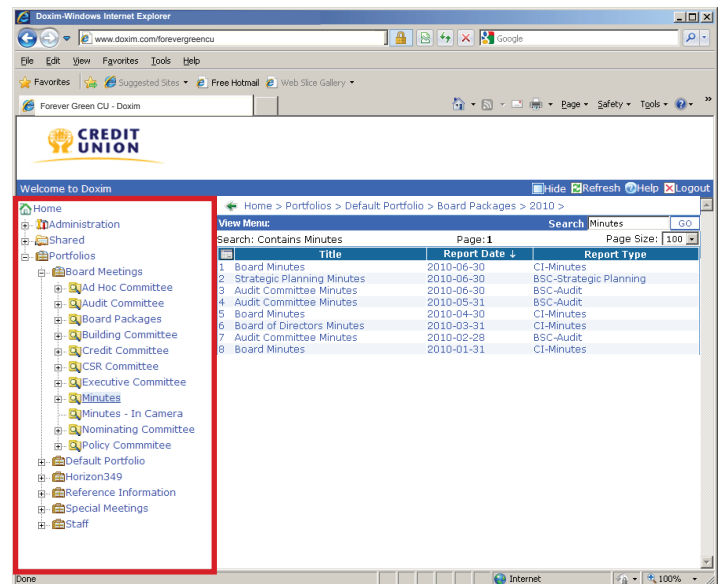
Finally, Doxim Board Packages greatly facilitates ramp-up for new board members by providing simple and easy access to a complete history of board packages online.

## PREPARING FOR A BOARD MEETING

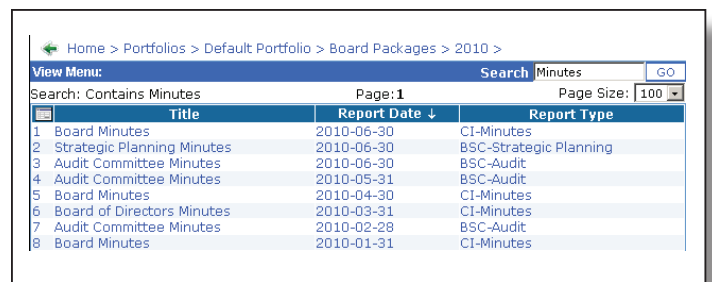
Prior to each board meeting, a designated staff member, with appropriate permissions and access rights can upload all board package materials into Doxim ECM electronically. When the board package is ready to be published, an email notification can be sent out to all board members, advising them that the related board package is available for review, in electronic format, on the Doxim ECM repository.

If more documents need to be added to the package later on, the designated staff member can quickly upload these documents, send out a quick email notification and ensure that the board members have access to a complete and up to date board package. This is particularly useful when it is necessary to share new information with all board members just days or hours before a scheduled board meeting.

**Figure 1. Doxim ECM User Interface - Showing the Board Packages Portfolio**



Portfolio View



**Figure 2. Detail: Minutes View**

# Doxim Board Packages

## KEY BENEFITS OF DOXIM BOARD PACKAGES

By moving to electronic distribution and access of all board package materials, organizations will experience several key operational, efficiency and cost benefits:

- Complete elimination of document distribution by mail and/or fax
- Significant savings through elimination of recurring print and mail expenses
- Reduced manual effort in assembling board packages for distribution by mail
- More timely delivery of board package materials to board members
- Immediate access to all the same board documents by all board members at the same time
- Anytime/anywhere access to board materials via a secure web browser
- Document access is quick and easy, making board meetings more productive
- Sensitive board information is now stored in a controlled and secure online repository

## FACILITATING NEW BOARD MEMBER RAMP-UP

Using Doxim ECM as the repository of record for all board packages also helps with on-boarding new board members. Newly elected board members can access the entire history of all previous board package materials online via Doxim ECM, allowing them to get up to speed on past board activities and decisions quickly and easily. This eliminates the need to go through the costly and time consuming effort of locating and reprinting multiple previous board packages and then packaging and mailing them out every time a new member joins the board.

## FACILITATING THE AUDIT PROCESS

By storing all board package materials online in electronic format, both internal and external audit activities can also be greatly streamlined. Auditors can be given controlled online access to board materials, making it easy for them to search and retrieve the most recent version of a board package at any given time, as the documents are all available in one secure and centralized online repository.

## DOXIM ENTERPRISE CONTENT MANAGEMENT

Doxim Board Packages is an important element of Doxim Enterprise Content Management (ECM). Doxim ECM can be used to capture 100 percent of all output files, such as documents and images, and make that data easily accessible to personnel across the credit union in electronic formats. It serves as an important part of an effective disaster recovery and business continuity strategy and enables compliance with today's stringent regulatory obligations.

Doxim Inc. provides a full suite of enterprise content management products and services that together provide a web-based alternative to the printing and mailing of customer-centric documents such as statements, reports, client records, cheque images and transaction records. Doxim serves the financial services marketplace across North America, with over 300 clients in banking, credit unions and investment brokerage. These organizations work with Doxim to improve their client communications, streamline document access, meet compliance requirements, and reduce the expense, work effort and environmental impact associated with the creation, delivery and archiving of business critical documents. Doxim is a SAS 70 and CICA 5970 certified organization.

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