Between Meeting Organiser

Making the best use of the time between meetings

Trustee meeting Initial actions 1. Minutes issued and 1. Sign conflict form signed off digitally 2. Raise AOB 2. Action log issued 3. Urgent items 3. Confirm flexi team(s) 4. Deadlines and project plans approved Progress action The time 1. Exploration team(s) 1. Minutes from last meeting between investigate strategy 2. Actions 2. Progress implementation meetings 3. Key decisions on the agenda of strategy 4. Reminder of conflict form 3. Flexi team progress any new or ongoing items 1. All teams (exploration 1. Conflict form team, implementation 2. Actions for the meeting team and flexi team) 3. Information from advisers feedback in advance of next meeting Issue board packs Feedback actions



Contact us

If your trustee board could benefit from taking a step back and considering how they work, get in touch to find out more about Aon's suite of Trustee Effectiveness tools. We can help you enhance your understanding of your current operational effectiveness and governance but also take tangible steps towards improvement. Contact your usual Aon Consultant or one of the contacts below.

Susan Hoare

Principal
Retirement and Investment
+44 (0)117 900 4447
susan.hoare@aon.com

Vanessa Jaeger

Senior Consultant
Retirement and Investment
+44 (0)1727 888 230
vanessa.jaeger@aon.com

Sharon McSweeney

Principal Consultant
Retirement and Investment
+44 (0)1372 733 681
sharon.mcsweeney@aon.com

About Aon

Aon plc (NYSE:AON) is a leading global professional services firm providing a broad range of risk, retirement and health solutions. Our 50,000 colleagues in 120 countries empower results for clients by using proprietary data and analytics to deliver insights that reduce volatility and improve performance.

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