

Board Portal Migration Checklist

Move to a better board portal without losing your records, your history, or your directors' patience.

Before You Start

This checklist is typically led by the Company Secretary or Board Administrator, with input from the CEO or Executive Sponsor and IT where relevant. Work through each phase in order — skipping ahead is where most migrations go wrong.

Assign an owner for each section before you begin.

PHASE 1

Audit Your Current Setup

The goal here is to know exactly what you have before you move anything.

- ☐ List all active committees and their members
- ☐ Identify all current users and their permission levels
- ☐ Confirm which meetings are active, upcoming, or in progress
- ☐ Locate all historical board packs, minutes, and resolutions
- ☐ Identify any documents that exist outside the portal (email, shared drives, USB)
- ☐ Note any integrations with other systems (e.g. document management, e-signatures)
- ☐ Flag any documents with legal hold or regulatory retention requirements
- ☐ Note any obligations under the ASX Corporate Governance Principles, NZX Code, or AICD guidelines that affect how records must be stored or accessed
- ☐ Check whether your board has an existing AI policy and confirm how any AI features in the new platform align with it



Guidance note

Don't assume everything is in the current portal. Ask directors and administrators where they actually store and access materials — the answer is often surprising.



PHASE 2

Review Your Current Contract

Before you commit to moving, understand what leaving involves.

- ☐ Check your notice period and contract end date
- ☐ Confirm the data export format your current vendor supports (PDF, CSV, native files)



- ☐ Ask how long read-only access will remain available after cancellation
- ☐ Clarify data deletion timelines — when will your data be removed from their servers?
- ☐ Check for any exit fees or lock-in clauses
- ☐ Confirm who owns your data and whether you can export everything without restrictions



Guidance note

Some vendors make data export straightforward; others make it difficult. Get written confirmation of the export format and timeline before you sign anything with a new provider.

PHASE 3

Decide What to Migrate

Not everything needs to come across. Being selective now saves time and avoids recreating old clutter in a new place.

- ☐ Define your retention policy — how many years of history do you need accessible?
- ☐ Agree on what counts as a record (minutes, resolutions, signed documents) vs. working files (drafts, notes)
- ☐ Decide whether historical board packs need to be migrated or archived elsewhere
- ☐ Confirm whether legacy committee structures need to be recreated or retired
- ☐ Get sign-off from the Company Secretary (and Legal if required) on what stays and what goes



Guidance note

A common approach is to migrate the last 2–3 years of active records into the new portal and archive older material in a secure document store. Under the Corporations Act 2001 (AU) and the Companies Act 1993 (NZ), certain board records must be retained for a minimum of seven years — check your obligations before deciding what to leave behind.

PHASE 4

Back Up Everything

Before anything moves, make sure you have a complete copy of your current data.

- ☐ Export all documents, minutes, resolutions, and board packs from the current portal
- ☐ Store the backup in a secure location separate from both the old and new portals
- ☐ Confirm the backup is complete, and files are accessible and uncorrupted
- ☐ Document the original file structure so you can verify nothing was missed post-migration



Guidance note

This step feels obvious but is frequently skipped in the rush to get moving. A complete backup means that if anything goes wrong during migration, you have a clean recovery point.

PHASE 5

Plan Your New Structure

Set up the new portal thoughtfully before any content moves across.

- ☐ Map out your committee and board structure in the new portal
- ☐ Define user roles and permission levels (who sees what)
- ☐ Agree on a naming convention for meetings, documents, and folders
- ☐ Set up your director profiles and contact details
- ☐ Configure any integrations or SSO (single sign-on) requirements with IT
- ☐ Test access for at least one administrator and one director before migration begins



Guidance note

Resist the urge to copy your old structure exactly. Migration is a good opportunity to clean up permission creep and rationalise committees that have changed over time.

PHASE 6

Due Diligence on Your New Provider

Before you go live, make sure your new vendor can answer these questions clearly.

- ☐ What security certifications do they hold? (Look for ISO 27001, SOC 2)
- ☐ Where is your data hosted, and does it meet your organisation's data residency requirements?
- ☐ What does the migration support include — is it self-serve or managed?
- ☐ What training is provided for administrators and directors, and is it included in the cost?
- ☐ What does ongoing support look like after go-live — and what are the response times?
- ☐ Are there any costs for additional users, committees, or features you'll need?
- ☐ What AI capabilities does the platform offer, and how are they governed? Ask whether AI features use your board data for model training, how outputs are labelled, and whether directors can opt in or out.



Guidance note

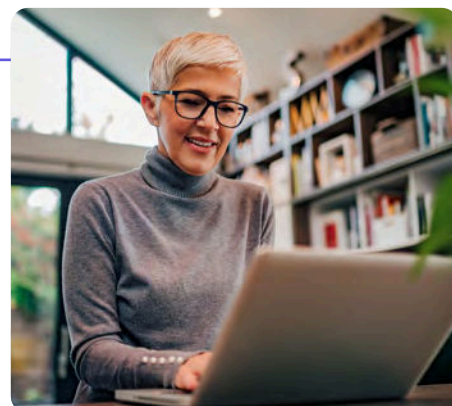
Support quality is one of the most common points of regret after switching. Ask to speak with a current customer in a similar organisation before you commit.

PHASE 7

Migrate Your Content

Move content in a logical order — structure first, records second, active materials last.

- ☐ Upload historical minutes and resolutions (oldest to most recent)
- ☐ Upload signed documents and deeds of access



- ☐ Migrate or recreate Standing Committee Charters and Terms of Reference
- ☐ Transfer any active or upcoming meeting materials last
- ☐ Verify that all uploaded documents are accessible to the correct users
- ☐ Confirm document versions are correct and no drafts have been uploaded in place of finals



Guidance note

Manual uploads are time-consuming and error-prone at scale. Work closely with your implementation specialist to agree on the migration approach, file structure, and upload order before anything moves.

PHASE 8

Run a Pilot Meeting Before You Go Live

Don't go live on a real meeting without testing the full workflow first.

- ☐ Select one committee or upcoming meeting to use as the pilot
- ☐ Have an administrator build the meeting, upload materials, and publish the pack
- ☐ Ask one or two directors to log in, review materials, and test annotations or voting
- ☐ Simulate a late change — upload a revised document and confirm directors see the update
- ☐ Time how long each step takes and compare to your current process
- ☐ Gather feedback and resolve any issues before full rollout



Guidance note

The pilot should feel like a real meeting, not a staged demo. If something doesn't work smoothly here, you want to know before the chair is waiting for their papers.

PHASE 9

Protect Your Records

Books and records are a legal obligation. Make sure nothing is lost or inaccessible after the switch.

- ☐ Confirm the old portal will remain accessible (read-only) for an agreed transition period
- ☐ Verify that minutes and resolutions are stored in a tamper-evident format
- ☐ Confirm audit trail and version history has been preserved where required
- ☐ Check that your document retention policy aligns with the ASX Corporate Governance Principles (Recommendation 1.5) and any applicable AICD or FMA guidance
- ☐ Check that your document retention policy is reflected in the new portal's settings
- ☐ Notify your auditors or legal team of the platform change if required



Guidance note

Don't cancel your old portal subscription the day migration completes. Keep read-only access available for at least 30–60 days while the team settles in.

PHASE 10

Prepare Directors for the Switch

Technology changes only work if the people using them actually adopt them.

- ☐ Send directors advance notice of the switch — at least two weeks out
- ☐ Provide a simple one-page guide covering how to log in and find their materials
- ☐ Schedule a short orientation session (optional but recommended for less tech-confident directors)
- ☐ Identify a go-to contact for director support during the transition
- ☐ Confirm all directors have successfully logged in before the first meeting on the new platform
- ☐ Gather feedback after the first meeting cycle and address any issues quickly



Guidance note

Frame the change in terms of what's easier for directors, not what's better for the organisation. "You'll be able to access your papers on any device, without needing to download anything" lands better than "we're migrating to a new platform."

PHASE 11

Go Live and Follow Up

- ☐ Set a clear go-live date and communicate it to all users
- ☐ Disable uploads to the old portal on go-live date to prevent split workflows
- ☐ Confirm the first board pack is prepared and distributed entirely in the new portal
- ☐ Check in with administrators and directors after the first meeting
- ☐ Document any issues and resolve within one week
- ☐ Schedule a 30-day review with your Governance Specialist



Quick Reference: Who Owns What

Task	Company Secretary	Board Administrator	Executive Sponsor
Audit current content	Lead	Support	
Review contract and exit terms	Lead		Approval
Define retention policy	Lead		
Back up current data	Support	Lead	
Plan new structure	Lead	Support	

Task	Company Secretary	Board Administrator	Executive Sponsor
Configure permissions		Lead	
Set up SSO / integrations		Lead	
Vendor due diligence	Lead	Support	Approval
Migrate content	Support	Lead	
Run pilot meeting	Support	Lead	
Director communications	Lead	Support	Support
Go-live sign-off	Lead	Support	Approval



Note

In many smaller organisations, the Company Secretary and Board Administrator are the same person – if that's you, you're the Lead across the board. Involve IT only if your organisation requires SSO, specific security sign-off, or integration with existing systems.



Ready to start your migration?

[Talk to a Governance Specialist](#) about what a managed migration looks like for your organisation.