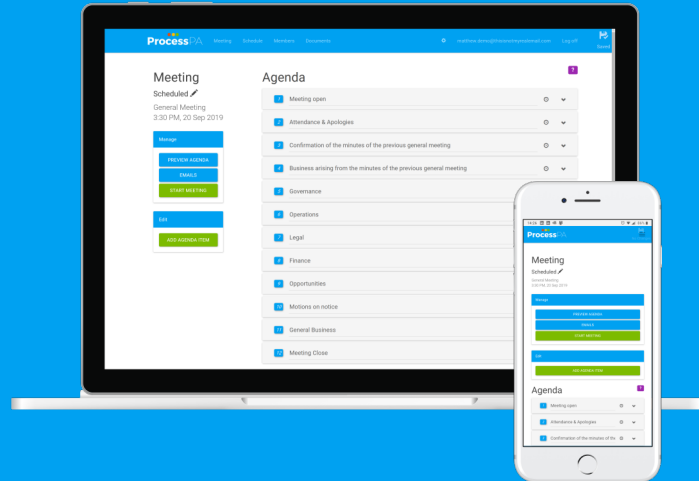




Enjoyable Governance



# Modern committee management



## Simple to use yet powerful

Save hours of administration time through simple guided process



## Instant digital minutes

Capture minutes, assign actions and record motions as you go



## Unlimited number of users

Assign and control access rights for multiple users



## Meet your compliance obligations

Customise how your board operates and captures data



## Secure document storage

Search minutes and document history from anywhere anytime



## Access to all your boards

Access all the boards and committees you sit on from a single log in

I've been in the club for over 13 years and it is a lot of work. With Process PA we are saving hours of tedious paperwork and everything is in the one place. Minutes are done quickly and easily, Action Items are assigned and emailed out and in the agenda to follow up in the next meeting. I wish this was available years ago.

Kim Miles – Capalaba Football Club Inc

## Simple Pricing just \$99 per month

No contracts | No exit fees | You always own your data

Get started with a 30 day free trial anytime

Try now at <https://processpa.com/>

200



Businesses of  
Tomorrow 2017 WINNER

# ProcessPA

Enjoyable Governance

The screenshot shows the 'Meeting' section of the ProcessPA interface. On the left, there's a 'Meeting' sidebar with options like 'Manage', 'Preview Agenda', 'Emails', 'Start Meeting', 'Design', and 'Add Agenda Item'. The main area displays the 'Agenda' for a 'General Meeting' scheduled for 8:00 AM on 28 Sep 2018. The agenda items are: 1. Meeting open, 2. Attendance & Apologies, 3. Confirmation of the minutes of the previous general meeting, 4. Business arising from the minutes of the previous general meeting, 5. Governance, 6. Operations, 7. Finance, and 8. Meeting Close. Each item has a dropdown arrow for reordering.

## Simple Agenda Templates

An agenda is one of the most important parts of the board governance documentation.

With Process PA; reordering, adding, removing agenda items is quick and simple with drag-and-drop.

No more fighting with Word templates.

[Learn More](#)

## Clear Compliant Minutes

All minutes should be clear and in an easy-to-read format, while containing everything required to be compliant.

Enter your notes and create minutes effortlessly. Process PA automatically generates your minutes with your logo, letterhead, resolutions, attendance, action items, motions and attachments.

Minutes can then be sent to all members (or just those that attended) with the click of a button after the meeting.

[Learn More](#)

The screenshot shows the 'Meeting' section of the ProcessPA interface, specifically the 'Minutes' section. It displays a 'General Meeting' completed on 12:30 PM, 3 Nov 2018 in the 'Club room'. The minutes are generated with the 'Otheyos' logo and letterhead. The agenda items are: 1. Meeting open, 2. Attendance & Apologies, and 3. Confirmation of the minutes of the previous general meeting. The attendance list includes: David Owens (Chair), John Smith (Vice Chair), and Matthew Rosen (Secretary). The minutes are dated 23 Oct 2018.

The screenshot shows the 'Members Register' form in the ProcessPA interface. It includes fields for 'Email Address', 'Phone', 'Date of Birth', and 'Address'. Below these is a 'Role Terms' section with a table for recording roles. The table has columns for 'Start', 'End', 'Length', 'Role', and 'Committee Member'. The 'Role' dropdown is set to 'Committee Member'. There is also an 'Attachments' section with an 'Add Attachment' button.

## Members Register

Keep track of your members, their details, roles and permissions. Changes can be made anywhere by those with correct permission, anytime and moved up to the cloud instantly.

All roles held by members, can be recorded including dates, term duration and current role.

[Learn More](#)

## Follow Up

Assign action items and set a due date for all committee members with automatic reminders.

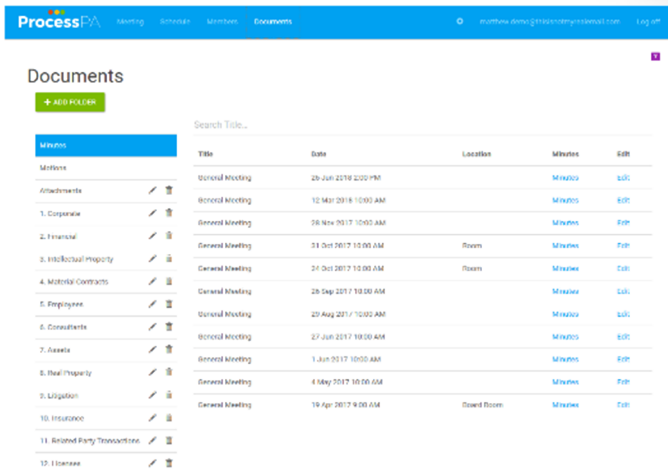
Using Process PA can help make sure work gets done between meetings.

[Learn More](#)

The screenshot shows the 'Schedule' and 'Action Items' sections of the ProcessPA interface. The 'Schedule' section shows a meeting titled 'Set new meeting with IHA' on 28 Sep 2018 at 8:00 AM. The 'Action Items' section shows a list of action items with columns for 'Number', 'Title', and 'Due Date'. A calendar view is also visible, showing the due dates for the action items. The 'Assigned To' dropdown is set to 'David Owens'.

# ProcessPA

Enjoyable Governance



## Document Storage

Keep all your documents in the one place, for security and accessibility.

Placing all documents in the cloud means they are available at a moments notice, at any location for all committee members to access.

[Learn More](#)

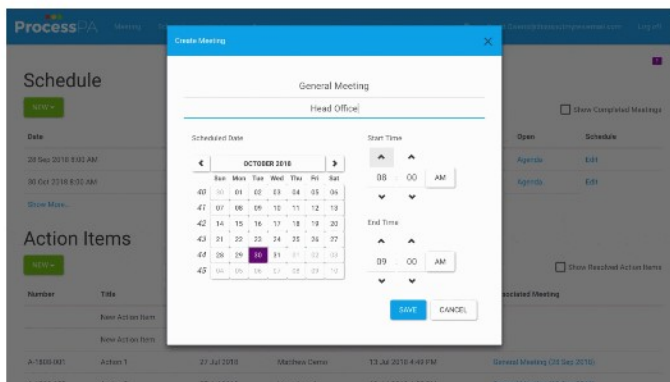
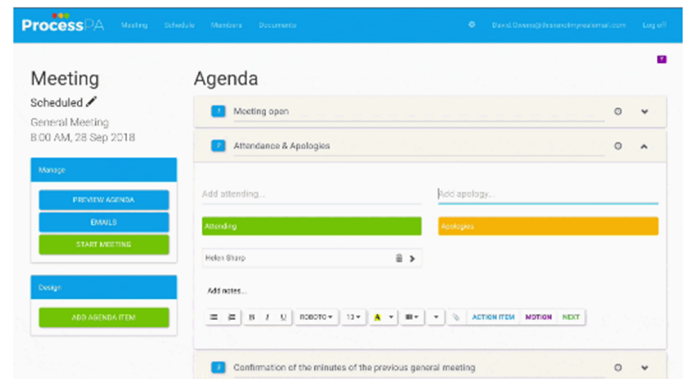
## Attendance without a book

Regular attendance at meetings is essential for good board governance.

Now you have a quorum before the meeting and can always meet it with Process PA.

Process PA uses automatic notification emails to gather and record attendance.

[Learn More](#)



## Clear scheduling

Set your meetings up in advance to keep the ball rolling.

This makes it easy to get ready for the next meeting or the year.

[Learn More](#)

## Automatic Notifications

Keep everyone on task and prepared with automatic notifications sent via emails.

With notice periods for meetings, agenda distribution with attachments, and action item follow up all done for you.

[Learn More](#)

### Automatic Email Distributions

Enable emails to send meeting notices and agenda at set days before meetings to match your organizations requirements.

Enabled Automatic Emails	Meeting	Distribution	Email # Days Before
DISABLED <input type="checkbox"/> ENABLED <input type="checkbox"/>	General	Send Agenda	3
DISABLED <input type="checkbox"/> ENABLED <input type="checkbox"/>	General	Request Attendance	7
DISABLED <input type="checkbox"/> ENABLED <input type="checkbox"/>	Annual	Send Agenda	7
DISABLED <input type="checkbox"/> ENABLED <input type="checkbox"/>	Annual	Request Attendance	21
DISABLED <input type="checkbox"/> ENABLED <input type="checkbox"/>	Special	Send Agenda	7
DISABLED <input type="checkbox"/> ENABLED <input type="checkbox"/>	Special	Request Attendance	14