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The AI-Augmented Boards' Guide

Unlocking smarter meetings and stronger decisions using large language models

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The AI-Augmented Board's Guide

AI is already in the boardroom — whether it's been formally adopted or not.

From streamlining admin to enhancing strategic foresight, large language models (LLMs) are reshaping how boards prepare, meet — and govern.

Done right, AI can lift the burden of manual tasks, spotlight key insights, and create space for richer discussions. But it's not without risk.

This guide is your compass in a fast-moving landscape — clear, practical steps to help boards harness AI responsibly, without compromising governance. Inside, you'll find:

- **Where AI adds the most value** to board workflows
- **What risks to watch out for** — and how to manage them
- **A clear, five-step approach for adopting LLMs** with confidence

The future of governance is AI-augmented — and it begins here.

How LLMs are changing board meetings

Board meetings aren't what they used to be — and that's a good thing. LLMs are removing barriers, speeding up processes, and unlocking time for what matters: deeper thinking, sharper decisions, and more strategic conversation. Here are some of the changes they're bringing about:

1. Automating admin

The hours spent preparing agendas, summarising reports, and writing minutes? AI can handle much of that. LLMs generate instant summaries, draft communications, and extract action points in seconds — giving corporate secretaries and board members precious time back.

2. Enhancing insights

LLMs can analyse huge volumes of data — financials, risk reports, industry trends, past meetings — and surface what matters most. That means less time searching for needles in haystacks, and more time acting on what counts. AI turns raw information into usable intelligence, helping boards see the full picture, faster.

3. Improving decision-making

From identifying blind spots to running scenario analyses, AI can act as a strategic co-pilot. It doesn't replace judgement — but it does widen the lens. Boards gain the foresight to navigate uncertainty with greater confidence, grounding their decisions in deeper context.

The risks of adopting AI in governance

The power of AI is matched by its associated risks. Without strong oversight, even well-intentioned use can lead to unintended consequences — reputational damage, compliance breaches, or poor decisions.

And only 14% of boards discuss AI at every meeting. Nearly half haven't addressed it at all. That silence isn't strategic — it's risky. As AI accelerates, ignoring it leaves organisations exposed.

Bias

LLMs don't know the truth — they know patterns. And sometimes, those patterns reflect bias, or worse, generate misleading information. When boards rely blindly on AI outputs, the consequences can be serious. Humans need to stay in the loop.

Security concerns

Board meetings run on highly sensitive data. When LLMs are used without clear boundaries, that data risks being exposed — to internal misuse or external breaches. Whether it's sharing documents with AI tools or integrating them into workflows, security needs to be ironclad.

Regulatory compliance

The legal landscape around AI is evolving fast. From data protection rules to emerging AI regulations like the EU's AI Act, and the Digital Operational Resilience Act (DORA), boards need to ensure that any use of LLMs aligns with relevant laws — and can stand up to external scrutiny. Without clear oversight, the risks grow quickly.

Five steps to augment your board with AI

AI experimentation is moving fast — across industries, departments, and leadership levels. Already, 76% of companies have explored generative AI in at least one area of their business. But when adoption races ahead of oversight, it creates a blind spot.

Boards can't afford to be bystanders. Whether AI is being used directly in the boardroom or indirectly in operations, leadership teams need to understand what's happening, where the risks lie, and how to lead with foresight.

Here's a practical, five-step framework for introducing large language models into your board processes with confidence, control, and clarity:

Step 1: Define your AI policies

Clear policies prevent confusion, misuse, and reputational damage. They also give leadership teams the confidence to explore AI within well-understood boundaries.

Start by defining:

- **Where LLMs can and can't be used**. Drafting meeting minutes? Fine. Generating investor communications? Perhaps not. Distinguish between low-risk, internal use and high-impact external messaging.
- **Which tasks are AI-supported vs. human-led**. For example, AI can extract action points — but final minutes should be reviewed and approved by the responsible individual.
- **Who is accountable**. Make it explicit: even when AI suggests content or decisions, humans remain the final decision-makers.
- **What data is allowed**. Outline what types of documents can be processed by AI, and under which conditions.
- **What tools are approved**. Avoid a patchwork of AI tools across departments. Select and endorse only those that meet your organisation's compliance, security, and privacy standards.

Step 2: Prioritise data security

Your board deals with the crown jewels of organisational information — strategic plans, M&A discussions, executive performance, financial results. Any AI tool that touches this data must meet the highest bar for security, privacy, and compliance.

What to prioritise:
- **Tools that operate on a private, secure model**. Avoid solutions that share your data with public LLMs (like ChatGPT or Gemini), even indirectly.
- **End-to-end encryption**. Your documents should be protected in transit and at rest.
- **Role-based access control**. Ensure only those with explicit permission can access specific AI outputs or historical data.
- **Data residency and GDPR compliance**. Know where your data lives, and whether it's protected under relevant legal frameworks.
- **Vendor independence**. Avoid lock-in to a single AI provider. Flexibility allows you to adapt to regulatory or strategic shifts.

And don't stop at tech. Embed AI security into your governance training, IT risk assessments, and procurement processes.

Step 3: Leverage AI for strategic decision-making

The real power of AI lies in supporting sharper thinking, clearer foresight, and better decisions. LLMs can:

- **Support pre-meeting preparation**. Summaries, translations, and Q&A functionality can help ensure that all participants arrive prepared, regardless of language or subject expertise.
- **Model scenarios**. Ask: "What would this investment look like under different economic conditions?" and receive comparative outputs to inform your discussion.
- **Highlight blind spots**. AI can scan reports, flag inconsistencies, or compare trends across meetings to surface unseen issues.
- **Make complexity digestible**. From ESG compliance to supply chain volatility, LLMs help simplify domain-specific information for all board members — not just the experts in the room.

Step 4: Build AI literacy across your board

You don't need technical experts at the table — but you do need informed decision-makers. Start with a baseline, and make sure your board can answer these four questions fully and accurately:

- **What is a large language model?**
- **How does it generate outputs?**
- **What are its typical limitations?**
- **Where are the common risks in board settings?**

Then go deeper:

- **Invite external experts**. AI researchers, regulators, or peers from other boards can share best practices and real-world experiences.
- **Create space for discussion**. Don't make this a once-a-year workshop. Encourage regular agenda items where AI use, risks, and opportunities can be discussed.
- **Treat AI literacy like cybersecurity awareness**. Ongoing, accessible, and tailored to board-level concerns.

Step 5: Integrate AI into your existing workflows

AI adoption shouldn't happen in isolation. For it to be effective — and safe — it needs to slot seamlessly into your existing governance structures, not sit on the sidelines.

What this means in practice:

- **Embed AI into your meeting lifecycle**. Think about how LLMs can support each phase: before (agenda setting, document review), during (capturing insights, providing context), and after (summarising minutes, tracking actions).
- **Make AI part of your standard operating procedures**. Include AI-supported tasks in meeting prep checklists, agenda templates, and documentation processes.
- **Monitor and evaluate usage**. Build feedback loops — after-action reviews, performance metrics, and user feedback — so you can refine AI use over time.

How Sherpany augments board capabilities using AI

AI shouldn't replace what boards do best — it should sharpen it. With Sherpany, AI becomes an extension of your leadership: enhancing focus, boosting preparedness, and creating more space for the kind of thinking only experienced leaders can bring.

Each of our AI-powered features is built to support the moments that matter:

- **Document Copilot** gives you instant clarity on complex materials — summarising reports, answering questions, and helping you zero in on what matters most. You spend less time sifting and more time shaping decisions.
- **Agenda Copilot** helps organisers craft structured, purpose-driven agendas that align teams and keep meetings on track — without the burden of manual formatting or repetitive admin.
- **Minutes Copilot** ensures critical insights and actions are captured as they happen, so participants can stay fully engaged in the discussion. No more scrambling to reconstruct decisions post-meeting.
- **Insights Copilot** resurfaces past decisions and related discussions, giving you the full historical context behind every agenda item — and helping your board move forward, not in circles.
- **Search Copilot** finds answers, not just documents. Ask a question, and get the right data, discussion, or decision — instantly, and in context.

All of this is delivered through a fully private, Sherpany-hosted model — no data is shared with public LLMs. Every interaction is encrypted, access is tightly controlled, and the platform is designed for the security and compliance demands of regulated industries.

What's next for the AI-augmented board?

The role of AI in boardrooms is still unfolding — but the direction is clear. Boards are moving from using AI as a helper to seeing it as a continuity engine: connecting the dots across meetings, surfacing hidden patterns, and making sure that insight doesn't get lost between pages, people, or languages. What's emerging is a new standard:

- **Meetings that start where the last one ended**
- **Agendas that build on past progress**
- **Decisions that don't need to be rediscussed**
- **And minutes that write themselves**

AI will never replace good governance. But it will empower it to move faster, go deeper, and stay on track — no matter how complex the journey gets.

Govern for the future — embrace AI today

Large language models are reshaping how boards operate. The boards that thrive will be those that harness AI with purpose and precision. But speed without oversight is a risk.

In this guide, we've shown that AI doesn't have to be a gamble. With the right guardrails, it's a strategic advantage. Sherpany's AI features are built to empower modern boards. With features designed for highly-regulated industries, board members can receive the power of AI with the confidence that security and compliance are a core priority.

Book a demo today and see how Sherpany can help you unlock the full potential of AI in board meetings.