

Securely Distributing Documents to Your Board

It is not unusual to have several files that you want to share with your board before a board meeting. You may also have files that you want them to have secure access to at any time – like by-laws, articles of incorporation, meeting minutes, etc.

Attaching files to emails is an option, but it is not the best option. Emails with attachments are scrutinized by ISPs more closely and may not get through spam filters. Having those documents stored in someone’s email application is also not ideal.

There are many ways that you can set up a “Board Portal” for your organization – from proprietary fee-based solutions to free. Your on-site server or cloud-based server may have built in functionality to create a portal that board members can log into.

Sometimes, however, you just want to make it easy. Needing to log in can be a barrier to busy board members who are squeezing their volunteer board responsibilities into busy lives. This document shares some tools that are available.

Google Docs

Google Docs combines all the conventional Office apps into one single, online service and its features are further accentuated by the ability to share these documents in real-time. You can share your documents with the people you like with their email and then collectively work on a single document. So, any change you make on your copy of the documents will be automatically updated to all of people who share this document and vice versa. Another nice feature of this service is that you can post your document to a website or blog and the automatic update feature works here as well.

Dropbox

Dropbox is a file sharing service. A free account offers 2 GB of storage. The service is compatible with almost every device through its apps. You can share files with anyone, even non-Dropbox users, by getting a link to any file or folder. Once you get the link, you can send it by email,



Facebook, Twitter, instant message, social networks, wherever you want. You can set permissions (by user) on documents to allow others to make changes or to only view.

Office 365

Office 365 has a free version for 501(c)(3) nonprofits ([see eligibility requirements](#)) that allows the documents made on your Desktop applications to be shared online. There is a significant amount of set-up involved in using this service, but if you are already using it for other things, it might be the right solution for you.

Zoho

At first, it might seem like Zoho exactly resembles Google docs with its suite of apps to create online documents, spreadsheets and presentations and databases, but the service goes further with its sharing services. Besides creating the orthodox individual sharing lists using email, you can also create groups to make your documents much easier to manage. As for the publishing feature, besides providing what Google Docs provides, Zoho allows you to make your documents public and also provides a unique URL for a document to be shared everywhere on the internet. If real-time collaboration is important, you can also chat simultaneously with the people who are working with you on a document.

Other Resources

There are so many tools available that it is impossible to cover them all here. Check out these links for more resources for file sharing.

[8 Best File Sharing Apps for Keeping a Business Organized](#)

[The 6 Quickest Ways to Share Any File with Anyone](#)

