



## **BOARD SECRETARY PROGRAMME**

Board Secretaries play a key role in advancing corporate governance within the Board Room by ensuring the independence of the Board from management as well as improving Board efficiency. As a profession, the Board Secretary position is new to the region, but will be essential as corporate governance takes root. This half day workshop provides existing Board Secretary and other interested parties an introduction on the role of Board Secretaries in the workings of the Board. Additionally, the workshop provides a strategic overview of corporate governance developments in the region.

### **Course Description**

A half-day workshop on the role of the Board Secretary vis a vis corporate governance. The workshop is facilitated for the benefit of listed companies, covering the compliance with Companies Laws and Corporate Governance Codes and how to improve Board efficiency.

### **Course Aims**

The aims of the workshop are to:

- ❖ Provide participants with the knowledge of key statutory requirements of companies Laws and corporate governance codes
- ❖ Understand how the role of the Board Secretary can improve the effectiveness of the Board
- ❖ Provide an introduction to, and review the development of corporate governance in an international environment
- ❖ Raise awareness of the broader role of the Board Secretary and the Chartered Secretary qualification
- ❖ Review the emergence and development of corporate governance regionally

### **Course Objectives**

*Upon completion of the workshop, participants should be able to*

- ❖ Better understand key requirements and obligations under Companies Laws
- ❖ Describe the duties and functions of the Board Secretary
- ❖ Understand the broader role of the Board Secretary
- ❖ Appreciate how to facilitate the Board's efficiency and effectiveness
- ❖ Evaluate the importance of good corporate governance and the reasons for the emergence and development of corporate governance
- ❖ Appreciate the Chartered Secretary qualification and the UK Institute of Chartered Secretaries and Administrators (ICSA)



## Course Topics

### I. Compliance for the Board Secretary -Companies Law

- The Registrar of Companies
- The requirement for a Board Secretary
- Duties of a Board Secretary
- Key requirements and continuing obligations for compliance with Companies Laws and Corporate Governance Codes, including statutory registers, annual return, registered office, commercial license, annual accounts.

### II. Corporate Governance - The Emergence and Development of Corporate Governance Internationally & Regionally

- The Institute of Chartered Secretaries and Administrators
- What is Corporate Governance?
- Codes of Corporate Governance and triggers for change

### III. The Board - How the Board Secretary Improves Board Efficiency

- The role of the Board Secretary under best practices
- Functions of the Board Secretary in relation to the Board, the general meeting and information disclosure
- Appointment and dismissal of the Board Secretary
- Qualities and knowledge requirements of the Board Secretary

### IV. Q&A Session with the Speaker Panel

## Who Should Attend?

- ❖ Appointed Board Secretaries of registered companies
- ❖ Anyone involved in Companies Law compliance
- ❖ Anyone seeking a better understanding of the role of the Board Secretary who has responsibility for corporate governance practices and interaction with the Board