

Certified Board Secretaries Workshop

Introduction:

A board secretary plays a key role in advancing corporate governance within the Board room by ensuring that the Board is adhering to corporate governance and that a healthy relationship exists between the board and management. A good Board Secretary is a must in order to improve board effectiveness and efficiency. It may come as a surprise to many that Board Secretaries have important roles to play when it comes to appointing and orienting new directors. Moreover, they have a role to play in director development and evaluations as well.

The workshop provides existing Board Secretaries and other interested parties with an insight into the role of a Board Secretaries and its extended responsibilities from compliance with the companies’ law, the Board and an organization’s corporate governance.

The aim of the workshop is to develop the essential skills and knowledge required for company secretaries in order to play an active role in the appointment of new directors and carrying out their roles and responsibilities effectively in line with international best practices. It also aims at giving participants the knowledge and skills needed to conduct proper board evaluation or to help in conducting it. This should result in better governed organisations within the region.

Day 1	
Modules / Topics	Content
<p><u>Module 1:</u> Why Corporate Governance Matters</p>	<ul style="list-style-type: none"> ◆ What is good governance, Purpose and value ◆ Lack of good governance ◆ Development of corporate governance ◆ Case studies
<p><u>Module 2:</u> Scope, role and responsibilities of Board Secretary</p>	<ul style="list-style-type: none"> ◆ The board secretary – empowering good governance ◆ Scope, role & responsibilities (best practice) of board secretary ◆ Essential attributes of board secretary ◆ Emotional intelligence – why it’s important for the Board Secretary?
<p><u>Module 3:</u> The role of the Board Secretary in conducting effective board meetings – before, during and after</p>	<ul style="list-style-type: none"> ◆ Planning; notice; agenda; quorum; liaise with management, chairman and board members; travel arrangements; meeting logistics; board papers; board portal; practical tips; the aftermath ◆ Minutes - Good governance practices in recording meetings ◆ Activities



Day 2	
Modules / Topics	Content
Module 4: Corporate Governance Rules	◆ Compliance for the Board Secretary relating to UAE Securities and Commodities Authority (“SCA”) Corporate Governance Rules (Decree No. 7 R.M of 2016)
Module 5: Corporate Governance Report	◆ Methodology and key content of the annual Corporate Governance report?
Module 6: Governance & Disclosure	◆ Compliance with governance and disclosure rules and procedures applied by DFM and SCA

Day 3	
Modules / Topics	Content
Module 7: Minutes Writing Board Evaluation	◆ The art of Minutes writing ◆ Describe the board secretary’s role in developing and organizing a board evaluation ◆ Identify the key elements of a board evaluation and issues arising out of them ◆ Develop strategies to deal with issues raised by a board evaluation
Module 8: Keeping the Board on Track	◆ Practical solutions to ensure the Board stays on track and meets the right expectations

Certification:

The candidate will receive an online test link after the workshop to their email address provided during registration. Candidates can take the online tests within 60 days with a pass score of 80% marks and receive the Board Secretary Certification jointly issued by the Dubai Financial Market and the institute.

Who Should Attend

- ❖ Appointed and aspiring company secretaries.
- ❖ 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.