Online Certified Board Secretaries Workshop

AGENDA

The Board Secretary plays a key role in advancing corporate governance and is vital to the efficiency and effectiveness of the Board and to the smooth running of the company. The skills and breadth of knowledge required of today's Board Secretary are numerous and varied in order that he/she can deliver essential services to ensure the well-being of the organisation in terms of its legal operation, corporate administration, compliance with corporate governance, as well as statutory and regulatory requirements.

This accredited training program provides existing Board Secretaries and other interested parties with a broad insight into the role of the Board Secretary and his/her extended responsibilities from companies law and regulatory compliance, the Board and an organisation's corporate governance.

The aim of the training program is to develop the essential skills and knowledge required for Board Secretaries in order to play an active role inside and outside the boardroom, regarding the governance and compliance of their organisation, and in carrying out their responsibilities effectively in line with international best practice and regulatory requirements. It also aims to give participants the knowledge and skills needed to conduct or facilitate proper board evaluation. This should result in better governed organisations within the region.

❖ **Who should attend?**

• Appointed and aspiring company secretaries

• Compliance professionals

• Those who seek to better understand the role of the Company Secretary, and who have responsibility for corporate governance practices or interact with the board

Course Outline

(Day 1)

12:00 – 2:00	Why Corporate Governance Matters and the Role of the Board Secretaries
2:00 –3:00	Effective Meetings - Offline group session exercise

(Day 2)

12:00 –2:00	The role of the Board Secretary in conducting effective board meetings – incorporates feedback from offline activity
2:00 –3:00	Transparency & Disclosure - offline group session exercise

(Day 3)

12:00 –2:00	Corporate Governance Rules
2:00 –3:00	Corporate Governance Report – offline group session exercise

(Day 4)

12:00 –1:00	Corporate Governance Report – incorporates feedback from offline activity
1:00 –2:00	Transparency & Disclosure - Group exercise– incorporates feedback from offline activity
2:00 – 3:00	Future Corporate Governance Trends