

Board Secretary Masterclass

DAY 1

The Corporate Secretary: A Catalyst for Governance

- Governance overview
- Good governance principles
- Governance framework
- Governance policies and procedures
- Governance disclosure and reporting
- Stakeholders mapping and engagement

DAY 2

The Board-Corporate Secretary Relationship

- Board positioning within the power hierarchy
- Board's governance roles, duties, and responsibilities
- Board formal offices
- Corporate secretary job description
- Corporate secretary roles, duties, and responsibilities
- Corporate secretary skills and competencies required
- Corporate secretary instruments, tools, and resources

DAY 3

Board Governance Meetings

- Types of governance meetings
- General assembly meetings
- Board meetings
- Committee meetings
- Tasks before the meeting
- Tasks during the meeting
- Tasks after the meeting

DAY 4

Board Governance Disclosures and Reporting

- Minutes of meetings
- Quarterly reports
- Annual reports
- Ad-hoc reports
- Tracking reports
- Integrated reporting

DAY 5

Board Governance Administration

- Board annual plan
- Board evaluation
- Board dynamics
- Board training and development programs
- Board composition and succession planning
- Maintaining corporate statutory registers
- Corporate filing and record keeping
- Wrap-up and closing