

Board Secretary: Meetings, Minutes & Statutory Filings

5 Days

DURATION

5

MODULES

33

TOPICS

LEARNING OBJECTIVES

- Explain governance frameworks, policies and disclosure practices
- Describe the corporate secretary's roles, duties and required skills
- Identify the board's governance roles and formal offices
- Plan tasks before, during and after board meetings
- Compare types of governance meetings, from assemblies to committees
- Prepare minutes and quarterly, annual and ad-hoc reports
- Assess board dynamics, evaluation and succession planning
- Maintain corporate statutory registers and filing records

5 Modules, 33 Topics

DAY 1

01

The Corporate Secretary: A Catalyst for Governance

TOPICS

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

DAY 2

02

The Board-Corporate Secretary Relationship

TOPICS

- 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

03

Board Governance Meetings

TOPICS

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

04

Board Governance Disclosures and Reporting

TOPICS

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

05

Board Governance Administration

TOPICS

- 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

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

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