

# Master Class for Board Secretaries

A Spark for Efficient Board Management

## Introduction

Examining the duties and goals of the Corporate Secretary's office is the goal of this Board Secretary Masterclass. As the centre of governance operations and a strategic conduit for influence between the Board and Executive Management, the vital and successful job of a Corporate Secretary has developed throughout time.

This training course walks participants through the duties and responsibilities of the Corporate Secretary. It covers a wide range of topics, including the Corporate Secretary's role as a catalyst for governance, how to maintain governance administration, the prerequisites for the position, meeting management techniques, board dynamics, and how to support succession planning and board evaluation.

**This training session on Course N Carry will emphasise:**

- Overview of Governance
- Principles of good governance
- The structure of government
- The foundation for board governance
- Job description for a corporate secretary
- Meetings on board governance
- Reports and disclosures about board governance
- Administrative duties related to board governance

## Objectives

**After completing this Masterclass on Board Secretary, you will be capable of:**

- Become well-versed in the good governance framework
- Recognise the functions, obligations, and tasks of the board
- Accept the duties of the corporate secretary
- Find out how they might act as a spur for good governance.
- Describe the responsibilities and duties of the corporate secretary.
- Talk about the corporate secretary's role in organising and conducting company meetings.
- Find out what disclosures and reporting requirements they have.
- Acquire knowledge about their various administrative responsibilities

## Training Methodology

All attendees are welcome to participate in this highly interactive masterclass, share their expertise and experience, and learn from one another.

Whenever possible, interactive workshops and pertinent case studies will be combined with a bulleted slide presentation for the classroom lectures.

## Organizational impacts

In order to better understand the Corporate Secretary role and how an organisation can benefit from the Board-Corporate Secretary Relationship, this Masterclass on Board Secretarial is relevant to the Public, Private, Government, and Non-Governmental entities and authorities.

Boards, directors, and management are required to get expert advice from the contemporary corporate secretary on important matters pertaining to governance norms and procedures.

## Personal Impact

**Participants in this masterclass will obtain knowledge that will help them comprehend the following topics better:**

- The roles, duties, and responsibilities of the board secretary
- The established Corporate Governance framework
- How they may help to guarantee that good governance is implemented in their organisations

## Who should attend?

The intended audience for this Board Secretary Masterclass includes current and prospective corporate secretaries from all categories of businesses, including family-owned and nonprofit organisations, public and private sectors, listed and non-listed corporations, and so on.

It's a great way to get started for recently appointed secretaries and a great way for seasoned secretaries to brush up on things. It will provide you the information and abilities you need to do your job well.

## Course Outline

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### Day 1

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## **The Corporate Secretary as a Governance Catalyst**

- Overview of governance
- Principles of good governance
- Structure of governance
- Policies and processes related to governance
- Reporting and disclosure on governance
- Stakeholder involvement and mapping

## **Day 2**

### **Relationship Between Board and Corporate Secretary**

- Board placement in relation to the power structure
- Roles, responsibilities, and tasks of the board in governance
- Official offices on the board
- Job description for a corporate secretary
- Positions, responsibilities, and tasks of a corporate secretary
- Required competences and skills for corporate secretaries
- Instruments, resources, and tools for corporate secretaries

## **Day 3**

### **Meetings for Board Governance**

- Kinds of gatherings for governance
- Meetings of the general assembly
- Meetings on boards
- Committee sessions
- Prior to the meeting, tasks
- Assignments for the meeting
- Duties following the conference

## **Day 4**

### **Reports and Disclosures on Board Governance**

- Meeting minutes
- Quarterly summaries
- Annual Compilations
- Impromptu reports

- Combined reporting

## Day 5

### Administration of Board Governance

- Annual Plan of the Board
- Board assessment
- Board relationships
- Programmes for board development and training
- Planning for succession and the makeup of the board
- Keeping up with corporation statutory registrations
- Record-keeping and filing for corporations
- Conclusion and close