

ADVANCED CERTIFICATE IN BOARD OF DIRECTORS SECRETARY



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TRAINING CENTER



Introduction

Advanced Certificate in Board of Directors Secretary Training Course prepares board secretaries and governance professionals to run board process with precision and authority. Participants work through the role, duties, and legal position of the board secretary, governance codes and regulatory requirements, board and committee operations, meeting and minute taking practice, director support, induction, and evaluation, disclosure, insider handling, and conflict of interest management, and board effectiveness review and record keeping as one connected discipline. The programme links the duties a board owes its stakeholders with the process and records that demonstrate them. As a result, learners gain a practical command of the board secretary role. Furthermore, the course strengthens governance judgement, documentation discipline, and board advisory skill.

Advanced Certificate in Board of Directors Secretary Course Objectives

- Explain the role, duties, and legal position of the board secretary.
- Apply governance codes and regulatory requirements to board practice.
- Apply company law duties covering filings, registers, and records.
- Plan and manage board and committee meetings end to end.
- Apply agenda design, board papers, and information flow practice.
- Take accurate minutes and manage resolutions and follow-up actions.
- Manage disclosure, insider information, and market obligations.
- Apply conflict of interest and related-party transaction management.
- Support director induction, training, and board evaluation.
- Apply board effectiveness review, record keeping, and governance reporting.

Course Methodology



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- Interactive sessions built on board secretariat and governance cases.
- Workshops on agenda design, minute writing, and resolution drafting.
- Group exercises on disclosure handling, conflict of interest, and evaluation.
- Hands-on practice with board packs, minute templates, and governance registers.
- Simulation of a board meeting and a conflict of interest declaration.
- Facilitator coaching and peer review on personal board practice plans.

Who Should Take This Course

- Board secretaries and company secretaries.
- Governance and compliance professionals.
- Legal advisors supporting boards and committees.
- Executive assistants supporting board operations.
- Audit committee secretaries and coordinators.
- Consultants advising on corporate governance and board practice.

Advanced Certificate in Board of Directors Secretary Course Outlines

Day 1: The Role, Duties, and Legal Position

- The board secretary role and its formal duties.
- Legal position, appointment, and removal.
- Statutory duties and company law obligations.
- Governance codes and listing requirements.
- The secretary's relationship with the chair and CEO.
- Independence, objectivity, and professional conduct.



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- Case discussion: a secretary who signed records they never verified.

Day 2: Board and Committee Operations

- Board composition, structure, and committee charters.
- Scheduling the governance calendar and meeting cycle.
- Agenda design and sequencing.
- Board papers, quality, and distribution.
- Quorum, voting, and decision protocols.
- Managing board and committee dynamics.
- Workshop: designing a board agenda and paper set.

Day 3: Meetings, Minutes, and Resolutions

- Preparing for board meetings and pre-briefs.
- Minute-taking technique and accuracy.
- Recording decisions, dissent, and declarations.
- Drafting resolutions and written resolutions.
- Action tracking and follow-up discipline.
- Confidentiality and record security.
- Exercise: writing minutes and a resolution from a mock meeting.

Day 4: Disclosure, Conflicts, and Insider Handling

- Disclosure obligations and continuous disclosure.
- Insider information and restricted periods.
- Share dealing policies and clearance procedures.
- Conflict of interest and related-party transactions.



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- Registers of interests and declarations management.
- Regulatory filings, registers, and statutory records.
- Simulation: handling a conflict of interest declaration.

Day 5: Board Effectiveness and Governance Reporting

- Director induction, training, and development.
- Board evaluation process and internal review.
- Governance reporting and annual report content.
- Record keeping, retention, and retrieval practice.
- Board renewal, succession, and diversity considerations.
- Continuous improvement of board effectiveness.
- Capstone: presenting a board governance and secretariat plan.

Conclusion

By successfully completing Advanced Certificate in Board of Directors Secretary, participants will gain a practical command of the board secretary role and duties, governance codes and legal obligations, board and committee operations, minute taking and resolution drafting, disclosure and conflict of interest management, and board effectiveness review and governance reporting. They will acquire skills in board process management, minute writing, governance record keeping, and board advisory practice that strengthen governance quality. Gentex Training Center designs the programme to help professionals run board governance with confidence.





FAQs for the Advanced Certificate in Board of Directors Secretary course

Q1 What is the "Advanced Certificate in Board of Directors Secretary" course about?

It prepares board secretaries and governance professionals to run board process with precision and authority. The course spans the role, duties and legal position, board and committee operations, meetings, minutes and resolutions, disclosure, conflicts and insider handling, and board effectiveness and governance reporting.

Q2 What are the key benefits of the "Advanced Certificate in Board of Directors Secretary" course?

You gain a practical command of the board secretary role that links the duties a board owes its stakeholders with the process and records that demonstrate them. The course improves board process management and agenda design, strengthens minute writing and resolution drafting, sharpens disclosure and conflict of interest handling, and gives you board evaluation and governance reporting practice that raises governance quality.

Q3 What skills will I gain from the "Advanced Certificate in Board of Directors Secretary" course?

You will develop four core skills: board governance process management, minute taking and resolution drafting, disclosure, insider and conflict of interest management, and governance record keeping with board evaluation and reporting.



Q4 What tools, methods, or standards are covered in the "Advanced Certificate in Board of Directors Secretary" course?

The course covers the board secretary role and its formal duties, legal position, appointment and removal, statutory duties and company law obligations, governance codes and listing requirements, the secretary's relationship with the chair and CEO, independence, objectivity and professional conduct, board composition, structure and committee charters, scheduling the governance calendar and meeting cycle, agenda design and sequencing, board papers, quality and distribution, quorum, voting and decision protocols, preparing for board meetings and pre-briefs, minute-taking technique and accuracy, recording decisions, dissent and declarations, drafting resolutions and written resolutions, action tracking and follow-up discipline, confidentiality and record security, disclosure obligations and continuous disclosure, insider information and restricted periods, share dealing policies and clearance procedures, conflict of interest and related-party transactions, registers of interests and declarations management, regulatory filings, registers and statutory records, director induction, training and development, board evaluation process and internal review, governance reporting and annual report content, record keeping, retention and retrieval practice, and board renewal, succession and diversity considerations.



Q5 How is the "Advanced Certificate in Board of Directors Secretary" course applied in real-world practice?

Participants apply it to real work such as designing a board agenda and paper set, writing minutes and a resolution from a live meeting, managing a conflicts register and declaration process, handling insider information during a restricted period, preparing statutory filings and registers, running a board evaluation, and presenting a board governance and secretariat plan. The same methods support annual report governance content and board effectiveness improvement.