

BOARD SECRETARY MASTERCLASS



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TRAINING CENTER



Introduction

Board Secretary Masterclass Training Course prepares board secretaries and governance officers to run the board's business at a professional standard. Participants work through the secretary's mandate, duties, and legal position, governance frameworks and regulatory obligations, board meeting design and agenda architecture, minute writing, resolution drafting, and decision records, statutory registers, filings, and disclosure practice, and conflict of interest, confidentiality, and board evaluation administration as one connected discipline. The programme links the decisions a board takes with the records, filings, and evidence the secretary is accountable for. As a result, learners gain a practical command of board secretariat practice. Furthermore, the course strengthens documentation discipline, governance awareness, and professional judgement.

Board Secretary Masterclass Course Objectives

- Explain the board secretary's mandate, duties, and legal position.
- Apply governance codes and regulatory obligations to board practice.
- Design the governance calendar and board meeting cycle.
- Architect agendas, board packs, and information flow.
- Write accurate minutes and manage decision records.
- Draft resolutions and manage written resolution procedures.
- Maintain statutory registers and manage company filings.
- Administer conflict of interest and declaration registers.
- Apply confidentiality, insider handling, and disclosure discipline.
- Administer board evaluation, induction, and governance reporting.

Course Methodology

- Interactive sessions built on board secretariat and governance cases.

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- Workshops on agenda architecture, minute drafting, and resolution writing.
- Group exercises on register maintenance, filings, and disclosure scenarios.
- Hands-on practice with board packs, minute templates, and statutory registers.
- Simulation of a board meeting and a conflict of interest declaration.
- Facilitator coaching and peer review on personal secretariat practice plans.

Who Should Take This Course

- Board secretaries and company secretaries.
- Assistant and deputy secretaries.
- Governance and compliance officers.
- Legal advisors supporting board operations.
- Committee secretaries and coordinators.
- Consultants advising on board secretariat practice.

Board Secretary Masterclass Course Outlines

Day 1: The Secretary's Mandate and Legal Position

- The board secretary's mandate, duties, and standards.
- Legal position, appointment, and removal.
- Statutory duties under company law and governance codes.
- Independence, objectivity, and professional ethics.
- Relationship with the chair and chief executive.
- Reporting lines and access to the board.
- Case discussion: a secretary who recorded a decision they never saw taken.





Day 2: Governance Frameworks and Board Operations

- Governance codes, listing rules, and regulatory expectations.
- Board composition, committees, and terms of reference.
- Governance calendar and meeting cycle planning.
- Agenda architecture and sequencing.
- Board packs, board portals, and information quality.
- Quorum, voting, and decision protocols.
- Workshop: designing a governance calendar and board agenda.

Day 3: Minutes, Resolutions, and Decision Records

- Minute-taking structure, style, and accuracy.
- Recording decisions, dissent, and declarations.
- Converting discussion into decisions objectively.
- Resolution drafting and round-robin written resolutions.
- Decision registers, action logs, and follow-up tracking.
- Version control, approval, and signature practice.
- Exercise: drafting minutes and a resolution from a board simulation.

Day 4: Registers, Filings, and Disclosure

- Statutory registers and their maintenance duties.
- Company filings, deadlines, and submission practice.
- Registers of directors, secretaries, and members.
- Conflict of interest and declaration register management.
- Insider information, restricted periods, and share dealing clearance.

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- Continuous disclosure and regulatory announcements.
- Simulation: completing a filing and updating a register.

Day 5: Confidentiality, Evaluation, and Board Support

- Confidentiality, record security, and retention practice.
- Board evaluation administration and questionnaire handling.
- Director induction, training, and development support.
- Records retrieval, audit support, and information requests.
- Governance reporting and annual report contributions.
- Continuous improvement of secretariat practice.
- Capstone: presenting a board secretariat professional practice plan.

Conclusion

By successfully completing Board Secretary Masterclass, participants will gain a practical command of the secretary's mandate and legal position, governance frameworks and board operations, minutes, resolutions and decision records, registers, filings and disclosure practice, and confidentiality, evaluation and board support administration. They will acquire skills in meeting administration, minute and resolution drafting, statutory register and filing management, and board support that make board governance accurate and auditable. Gentex Training Center designs the programme to help professionals run board secretariat practice with confidence.

FAQs for the Board Secretary Masterclass course





Q1 What is the "Board Secretary Masterclass" course about?

It prepares board secretaries and governance officers to run the board's business at a professional standard. The course spans the secretary's mandate and legal position, governance frameworks and board operations, minutes, resolutions and decision records, registers, filings and disclosure, and confidentiality, evaluation and board support.

Q2 What are the key benefits of the "Board Secretary Masterclass" course?

You gain a practical command of board secretariat practice that links the decisions a board takes with the records, filings, and evidence the secretary is accountable for. The course improves governance calendar and agenda design, strengthens minute and resolution drafting, sharpens register and filing practice, and gives you disclosure and confidentiality discipline that makes board governance auditable.

Q3 What skills will I gain from the "Board Secretary Masterclass" course?

You will develop four core skills: board process administration with governance calendar and agenda design, minute writing and resolution drafting with decision record management, statutory register and company filing management, and conflict of interest, disclosure and confidentiality administration with board support practice.



Q4 What tools, methods, or standards are covered in the "Board Secretary Masterclass" course?

The course covers the board secretary's mandate, duties and standards, legal position, appointment and removal, statutory duties under company law and governance codes, independence, objectivity and professional ethics, relationship with the chair and chief executive, reporting lines and access to the board, governance codes, listing rules and regulatory expectations, board composition, committees and terms of reference, governance calendar and meeting cycle planning, agenda architecture and sequencing, board packs, board portals and information quality, quorum, voting and decision protocols, minute-taking structure, style and accuracy, recording decisions, dissent and declarations, converting discussion into decisions objectively, resolution drafting and round-robin written resolutions, decision registers, action logs and follow-up tracking, version control, approval and signature practice, statutory registers and their maintenance duties, company filings, deadlines and submission practice, registers of directors, secretaries and members, conflict of interest and declaration register management, insider information, restricted periods and share dealing clearance, continuous disclosure and regulatory announcements, confidentiality, record security and retention practice, board evaluation administration and questionnaire handling, director induction, training and development support, records retrieval, audit support and information requests, and governance reporting and annual report contributions.



Q5 How is the "Board Secretary Masterclass" course applied in real-world practice?

Participants apply it to real work such as designing a governance calendar and board agenda, drafting minutes and a resolution from a live meeting, completing and updating a statutory register, filing a regulatory submission before its deadline, administering a conflict of interest declaration, handling a restricted period and share dealing clearance, and presenting a board secretariat practice plan. The same methods support audit record requests and annual report governance content.