

BOARD SECRETARY TRAINING: MASTERING CORPORATE GOVERNANCE



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TRAINING CENTER



Introduction

Board Secretary Training: Mastering Corporate Governance Training Course builds the full professional skill set the board secretary role demands. Participants work through corporate governance principles and codes, the secretary's duties and legal position, board and committee administration, governance calendar and agenda design, minute writing, resolution drafting, and decision records, statutory registers, filings, and disclosure obligations, and directors' duties, board evaluation, and governance reporting as one connected discipline. The programme links the governance obligations a board carries with the administrative discipline that evidences them. As a result, learners gain a practical command of corporate governance administration. Furthermore, the course strengthens governance literacy, documentation discipline, and board advisory skill.

Board Secretary Training: Mastering Corporate Governance Course Objectives

- Explain corporate governance principles, codes, and frameworks.
- Apply the secretary's duties, legal position, and professional standards.
- Administer board and committee meetings end to end.
- Apply governance calendar design, agendas, and board pack quality.
- Write accurate minutes, resolutions, and decision records.
- Maintain statutory registers and manage regulatory filings.
- Apply disclosure, insider handling, and confidentiality obligations.
- Apply conflict of interest and declaration register administration.
- Support directors' induction, development, and board evaluation.
- Apply governance reporting and continuous improvement practice.

Course Methodology



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- Interactive sessions built on corporate governance and board cases.
- Workshops on governance mapping, agenda design, and resolution drafting.
- Group exercises on registers, filings, disclosure, and evaluation cases.
- Hands-on practice with board packs, minute templates, and governance registers.
- Simulation of a board meeting and a governance briefing session.
- Facilitator coaching and peer review on personal governance practice plans.

Who Should Take This Course

- Board secretaries and company secretaries.
- Governance and compliance officers.
- Legal advisors supporting boards and committees.
- Committee secretaries and meeting coordinators.
- Executive assistants working with boards.
- Consultants advising on corporate governance administration.

Board Secretary Training: Mastering Corporate Governance Course Outlines

Day 1: Corporate Governance Foundations

- Corporate governance principles and accountability theory.
- Governance codes, listing rules, and regulatory expectations.
- The secretary's role within the governance framework.
- Separation of roles: board, chair, executive, and secretary.
- Governance policy architecture and delegation.
- Common governance failures and the secretary's position.



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- Case discussion: a governance framework documented but not observed.

Day 2: Board and Committee Administration

- Board composition, committees, and terms of reference.
- Governance calendar and annual meeting cycle.
- Agenda architecture, sequencing, and paper quality.
- Board packs, portals, and information distribution.
- Quorum, attendance, voting, and decision protocols.
- Committee reporting and escalation to the board.
- Workshop: designing a governance calendar and board agenda.

Day 3: Minutes, Resolutions, and Decision Records

- Minute-taking structure, style, and legal standing.
- Recording decisions, dissent, and declarations accurately.
- Resolution drafting and written resolution procedures.
- Decision registers, action logs, and follow-up discipline.
- Version control, approval, and signature formalities.
- Record security, retention, and retrieval practice.
- Exercise: drafting minutes and a resolution from a board simulation.

Day 4: Registers, Filings, and Disclosure

- Statutory registers and maintenance obligations.
- Regulatory filings, deadlines, and submission practice.
- Register updates for appointments, resignations, and changes.
- Conflict of interest and declaration register management.



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- Insider information, restricted periods, and share dealing clearance.
- Continuous disclosure and regulatory announcements.
- Simulation: completing a filing and updating statutory registers.

Day 5: Directors' Support, Evaluation, and Reporting

- Director induction, training, and development administration.
- Board evaluation administration and questionnaire handling.
- Governance reporting and annual report content.
- Audit support, record requests, and information handling.
- Governance maturity and continuous improvement.
- Professional ethics, independence, and confidentiality.
- Capstone: presenting a corporate governance administration plan.

Conclusion

By successfully completing Board Secretary Training: Mastering Corporate Governance, participants will gain a practical command of corporate governance principles and codes, board and committee administration, governance calendar and agenda design, minutes, resolutions and decision records, registers, filings and disclosure, and directors' support, evaluation and governance reporting. They will acquire skills in governance administration, minute and resolution drafting, register and filing management, and board support that make corporate governance accurate and auditable. Gentex Training Center designs the programme to help professionals master corporate governance administration with confidence.





FAQs for the Board Secretary Training: Mastering Corporate Governance course

Q1 What is the "Board Secretary Training: Mastering Corporate Governance" course about?

It builds the full professional skill set the board secretary role demands. The course spans corporate governance foundations, board and committee administration, minutes, resolutions and decision records, registers, filings and disclosure, and directors' support, evaluation and reporting.

Q2 What are the key benefits of the "Board Secretary Training: Mastering Corporate Governance" course?

You gain a practical command of corporate governance administration that links the governance obligations a board carries with the administrative discipline that evidences them. The course improves governance calendar and agenda design, strengthens minute and resolution drafting, sharpens register, filing and disclosure practice, and gives you director support and evaluation administration that makes governance auditable.

Q3 What skills will I gain from the "Board Secretary Training: Mastering Corporate Governance" course?

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



Q4 What tools, methods, or standards are covered in the "Board Secretary Training: Mastering Corporate Governance" course?

The course covers corporate governance principles and accountability theory, governance codes, listing rules and regulatory expectations, the secretary's role within the governance framework, separation of roles across board, chair, executive and secretary, governance policy architecture and delegation, board composition, committees and terms of reference, governance calendar and annual meeting cycle, agenda architecture, sequencing and paper quality, board packs, portals and information distribution, quorum, attendance, voting and decision protocols, committee reporting and escalation to the board, minute-taking structure, style and legal standing, recording decisions, dissent and declarations accurately, resolution drafting and written resolution procedures, decision registers, action logs and follow-up discipline, version control, approval and signature formalities, record security, retention and retrieval practice, statutory registers and maintenance obligations, regulatory filings, deadlines and submission practice, register updates for appointments, resignations and changes, conflict of interest and declaration register management, insider information, restricted periods and share dealing clearance, continuous disclosure and regulatory announcements, director induction, training and development administration, board evaluation administration and questionnaire handling, governance reporting and annual report content, audit support, record requests and information handling, and governance maturity and continuous improvement.



Q5 How is the "Board Secretary Training: Mastering Corporate Governance" 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 board simulation, updating statutory registers and completing a regulatory filing, managing a conflicts register and declaration process, handling a restricted period, administering a board evaluation, and presenting a corporate governance administration plan. The same methods support annual report governance content and audit record requests.