

# CERTIFICATE IN BOARD OF DIRECTORS SECRETARY

Tokyo - Japan  
01 - Jun 2026 - 05 - Jun 2026  
\$5,800

**GENTEX**<sup>®</sup>  
TRAINING CENTER



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## Introduction

This comprehensive five-day program equips participants with the essential knowledge and skills required to excel as a Board of Directors Secretary. Delving into the core principles of corporate governance, the course explores the critical role the Board Secretary plays in ensuring effective board function and fostering good corporate practices.

## Certificate in Board of Directors Secretary Course

### Objectives:

- Gain a thorough understanding of the legal and regulatory frameworks governing board operations.
- Master the procedures for convening and conducting board and committee meetings.
- Develop expertise in preparing and maintaining board materials, including agendas, minutes, and resolutions.
- Acquire best practices for effective communication and information dissemination to board members.
- Enhance your ability to manage board relationships and navigate potential governance challenges.
- Cultivate strong interpersonal and organizational skills to effectively support the Board of Directors.

## Course Methodology

This interactive program incorporates a blend of learning methods to maximize knowledge retention and practical application. Participants engage in lectures, group discussions, case studies, and practical exercises, allowing them to solidify their understanding of key concepts and develop the necessary skills to excel in the role.



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## Who Should Take This Course

- Existing Board Secretaries aiming to enhance their knowledge and skills
- Corporate governance professionals
- Company secretaries
- Legal professionals advising boards
- Directors and senior executives who wish to gain a deeper understanding of board dynamics

## Certificate in Board of Directors Secretary Course Outline:

### Day 1: The Foundational Framework of Board Governance

- Introduction to Corporate Governance Principles
- Legal Framework for Board Operations
- Roles and Responsibilities of Board Members and the Secretary
- Effective Board Structures and Committees

### Day 2: Board Meeting Management and Procedures

- Convening Board and Committee Meetings
- Agenda Setting and Preparation of Board Materials
- Conducting Effective Board Meetings
- Minute Taking and Record Keeping



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## Day 3: Maintaining Board Information and Communication

- Secure Document Management and Archiving
- Dissemination of Board Materials and Communication Strategies
- Managing Director Information Needs and Conflicts of Interest
- Utilizing Technology Tools for Efficient Board Support

## Day 4: Boardroom Dynamics and Effective Facilitation

- Fostering Collaborative Discussion and Decision-Making
- Managing Disagreements and Reaching Consensus
- Identifying and Addressing Governance Challenges
- Ethical Considerations in Boardroom Conduct

## Day 5: Advanced Board Secretarial Practices

- Board Evaluations and Performance Improvement
- Regulatory Reporting and Disclosure Requirements
- Crisis Management and Board Responsibilities
- Emerging Trends in Board Governance

## Conclusion

By successfully completing this program, participants will have gained a strong foundation in the essential knowledge and skills required to serve effectively as a Board of Directors Secretary. They will be well-equipped to contribute significantly to good corporate governance practices and ensure the smooth operation of the board.

