

# **CORPORATE STEWARDSHIP COMPANY SECRETARY**



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## Introduction

The company secretary role sits at the point where governance obligations become practical action. Board papers must be accurate, decisions must be recorded correctly, conflicts of interest must be managed, and statutory filings must never be late. Weak stewardship in this role creates legal exposure that no amount of goodwill repairs. This Corporate Stewardship Company Secretary Training Course builds the knowledge and discipline the role requires. Furthermore, it covers governance frameworks, board support, statutory compliance, minutes and records, conflicts and disclosure, and stakeholder communication. As a result, participants leave able to steward governance with precision and integrity.

## Corporate Stewardship Company Secretary Course Objectives

- Apply governance principles and the company secretary's statutory duties.
- Support boards and committees with accurate papers and advice.
- Structure board meetings, agendas, and decision records properly.
- Maintain statutory registers, filings, and regulatory submissions.
- Manage conflicts of interest, related-party dealings, and disclosures.
- Draft defensible minutes and resolutions with clear audit trails.
- Apply OECD governance principles and relevant company law requirements.
- Coordinate annual general meetings, disclosures, and shareholder communication.
- Advise on ethics, whistleblowing, and regulatory obligations.
- Measure stewardship effectiveness with governance performance indicators.

## Course Methodology

- Interactive workshops built around realistic governance scenarios.

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- Guided practice in agendas, resolutions, minutes, and filings.
- Case analysis of governance failures and regulatory enforcement.
- Role-play for board advice, conflict handling, and shareholder questions.
- Structured debate on ethics, disclosure, and stewardship dilemmas.
- Action planning that links each duty to the participant's own mandate.

## Who Should Take This Course

- Company secretaries and assistant company secretaries.
- Board secretariat officers and governance managers.
- Legal, compliance, and regulatory affairs professionals.
- Directors and non-executive directors seeking governance depth.
- Paralegals and corporate affairs staff supporting boards.
- Senior administrators preparing for company secretary appointment.

## Corporate Stewardship Company Secretary Course Outlines

### Day 1: Governance Foundations and the Company Secretary Role

- Defining corporate governance and stewardship obligations.
- Explaining the company secretary's statutory and advisory duties.
- Reviewing OECD governance principles and company law requirements.
- Understanding board structures, committees, and reporting lines.
- Distinguishing governance oversight from management execution.



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- Identifying personal liability risks for the role holder.
- Completing a governance duties self-assessment.

## Day 2: Board Support, Agenda, and Papers

- Planning the annual board and committee calendar.
- Designing agendas with strategic and oversight balance.
- Preparing clear, decision-ready board papers.
- Managing pre-read packs, deadlines, and confidentiality.
- Advising the chair on procedure and conflicts.
- Coordinating committee reporting to the main board.
- Drafting a board pack and agenda.

## Day 3: Meetings, Minutes, and Decision Records

- Chairing support: quorum, notice, and procedural checks.
- Recording minutes that are accurate and defensible.
- Drafting resolutions and written consents correctly.
- Maintaining decision registers and action tracking.
- Managing in-camera and confidential sessions.
- Handling circular resolutions and remote participation.
- Practicing minute-taking and resolution drafting.

## Day 4: Statutory Compliance, Registers, and Disclosure

- Maintaining statutory registers and corporate records.
- Preparing and filing statutory returns on time.
- Applying disclosure and transparency obligations.





- Managing conflicts of interest and related-party transactions.
- Supporting insider information controls and market disclosure duties.
- Coordinating with auditors, regulators, and advisers.
- Reviewing a compliance calendar and filing plan.

## Day 5: Ethics, Shareholder Relations, and Stewardship Effectiveness

- Advising on ethics, codes of conduct, and whistleblowing.
- Coordinating annual general meetings and shareholder communication.
- Managing shareholder queries and investor correspondence.
- Applying governance codes and best practice guidance.
- Evaluating stewardship effectiveness with governance indicators.
- Reviewing governance maturity and improvement needs.
- Preparing a 90-day stewardship action plan.

## Conclusion

By successfully completing Corporate Stewardship Company Secretary, participants will gain the knowledge to support boards, maintain statutory compliance, and record governance decisions accurately and defensibly. They will acquire skills in governance practice, board support and documentation, statutory and disclosure compliance, and ethics and shareholder relations that protect the organization and its directors. Gentex Training Center builds this course around realistic governance scenarios, so learners return ready to serve as effective and trusted company secretaries.



## FAQs

### Q1 What is the "Corporate Stewardship Company Secretary" course about?

It prepares participants for the duties of the company secretary and corporate stewardship role. The course covers governance principles, board support and papers, meetings and minutes, statutory registers and filings, conflicts and disclosure, ethics, and shareholder relations.

### Q2 What are the key benefits of the "Corporate Stewardship Company Secretary" course?

Participants support boards with accurate, decision-ready documentation, keep statutory filings and registers in order, and record decisions that hold up to regulatory scrutiny. They also manage conflicts of interest correctly, advise on ethics with confidence, and reduce governance risk for the organization and its directors.

### Q3 What skills will I gain from the "Corporate Stewardship Company Secretary" course?

You will gain governance and statutory duty application, board support and documentation, meeting, minute and resolution management, and compliance, disclosure and shareholder relations. These four skills work together to make the company secretary role dependable and legally sound.



## Q4 What tools, methods, or standards are covered in the "Corporate Stewardship Company Secretary" course?

The course covers OECD governance principles, company law and statutory filing requirements, board and committee calendars, agenda and board paper templates, quorum and notice procedures, minutes and resolution formats, decision and action registers, statutory registers, disclosure and transparency obligations, conflict-of-interest and related-party registers, insider information controls, whistleblowing frameworks, governance codes, and governance performance indicators.

## Q5 How is the "Corporate Stewardship Company Secretary" course applied in real-world practice?

Participants draft a board pack and agenda, prepare minutes and resolutions with action tracking, and build a compliance calendar and filing plan. They also practise board advice and conflict handling through role-play and complete a 90-day plan for strengthening stewardship in their organization.