

SECRETARIAT OF THE BOARD OF DIRECTORS AND COMMITTEES ADVANCED COURSE



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Introduction

Secretariat of the Board of Directors and Committees Advanced Course Training Course develops the professionals who keep boards functioning with precision, discretion, and legal awareness. Board secretaries carry responsibility far beyond scheduling: they safeguard governance records, advise on procedure, and ensure decisions follow regulation. This programme builds those capabilities to an advanced level. It covers board and committee administration, meeting procedure, minute drafting, disclosure obligations, and director support. Furthermore, it applies governance codes and regulatory expectations to secretariat practice. In addition, participants handle simulated boardroom scenarios and difficult governance moments. As a result, they can serve boards with real authority.

Secretariat of the Board of Directors and Committees Advanced Course Objectives

- Apply corporate governance codes and statutory duties to secretariat practice.
- Plan board and committee cycles with effective annual agendas.
- Manage board papers, information flow, and decision pipelines.
- Draft accurate, defensible minutes and resolutions.
- Advise the chair and directors on procedure and conflicts of interest.
- Manage board and committee evaluation and induction processes.
- Coordinate disclosure, filings, and regulatory reporting obligations.
- Maintain statutory registers, records, and governance documentation.
- Support audit, risk, and remuneration committee operations.
- Handle sensitive governance situations, disclosures, and investigations.



Course Methodology

This course combines advanced presentations, governance case analysis, and applied simulation. Participants plan a full board cycle, draft minutes and resolutions from a simulated meeting, and manage a conflict-of-interest scenario in real time. In addition, peer review sharpens drafting precision. Templates, checklists, and governance calendars support immediate workplace application.

Who Should Take This Course

- Board secretaries and assistant secretaries.
- Committee secretaries and governance officers.
- Company secretariat and legal department staff.
- Executive assistants supporting boards and committees.
- Compliance and governance advisors in regulated entities.

Secretariat of the Board of Directors and Committees Advanced Course Outlines

Day 1: Governance Framework and the Secretariat Role

- Statutory duties and governance codes explained.
- The secretary's legal and advisory responsibilities.
- Board composition, committees, and delegation structures.
- Director duties, liability, and independence.
- Governance documentation and record obligations.

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- Regulatory landscape and reporting authorities.
- Case study: a secretariat failure that reached regulators.

Day 2: Board Cycle Planning and Information Flow

- Annual board and committee calendar design.
- Agenda setting with the chair and executives.
- Board paper standards and submission deadlines.
- Information quality, timeliness, and confidentiality.
- Consent agendas, delegations, and reserved matters.
- Induction and continuous director development.
- Workshop: building an annual governance calendar.

Day 3: Meetings, Minutes, and Decision Records

- Meeting procedure, quorum, and voting rules.
- Managing discussion, timing, and challenge.
- Minute drafting: accuracy, brevity, and defensibility.
- Recording decisions, dissent, and abstentions.
- Resolutions, written resolutions, and follow-up actions.
- Action tracking and decision implementation logs.
- Exercise: drafting minutes from a simulated meeting.

Day 4: Committees, Disclosure, and Statutory Registers

- Audit, risk, remuneration, and nomination committees.
- Committee terms of reference and reporting lines.
- Related-party transactions and conflict-of-interest handling.





- Disclosure obligations and regulatory filings.
- Statutory registers and corporate records management.
- Insider information and market disclosure controls.
- Simulation: managing a conflict-of-interest scenario.

Day 5: Evaluation, Ethics, and Governance Practice

- Board and committee evaluation methods.
- Governance reviews and effectiveness assessment.
- Ethics, confidentiality, and professional conduct.
- Handling whistleblower reports and investigations.
- Governance technology and board portals.
- Stakeholder and shareholder meeting administration.
- Action planning for secretariat excellence.

Conclusion

By successfully completing the Secretariat of the Board of Directors and Committees Advanced Course Training Course, participants will have acquired the knowledge to administer boards and committees to a high professional standard, draft defensible minutes and resolutions, and advise directors on procedure and disclosure. They will understand how governance codes, statutory registers, and committee operations sustain board effectiveness. As a result, they can strengthen governance practice in their organisations. Gentex Training Center delivers this programme with practical tools participants apply directly.



FAQs for the Secretariat of the Board of Directors and Committees Advanced Course course

Q1 What is the "Secretariat of the Board of Directors and Committees Advanced Course" course about?

It develops advanced capability in board and committee administration. The course covers governance codes and statutory duties, board cycle planning, minute and resolution drafting, conflict-of-interest handling, disclosure obligations, statutory registers, and board evaluation, so secretariat professionals can support boards with authority.

Q2 What are the key benefits of the "Secretariat of the Board of Directors and Committees Advanced Course" course?

Participants gain confidence in advising directors on procedure and managing difficult governance moments. The course improves the quality and defensibility of records and minutes, strengthens disclosure and filing compliance, and reduces procedural and regulatory risk in board operations.

Q3 What skills will I gain from the "Secretariat of the Board of Directors and Committees Advanced Course" course?



Participants develop board and committee administration, meeting procedure and minute drafting, disclosure and statutory records management, and governance advisory and conflict-of-interest handling. These four skills form the core capability set the course reinforces through its simulations.

Q4 What tools, methods, or standards are covered in the "Secretariat of the Board of Directors and Committees Advanced Course" course?

The course covers corporate governance codes and statutory duties, annual governance calendars, board paper standards, agenda templates, meeting procedure and quorum rules, minute and resolution drafting conventions, action tracking logs, committee terms of reference, related-party transaction registers, conflict-of-interest declarations, disclosure and filing checklists, statutory registers, board portals, and board effectiveness evaluation frameworks.

Q5 How is the "Secretariat of the Board of Directors and Committees Advanced Course" course applied in real-world practice?

Professionals apply it by building the annual board and committee cycle, issuing paper deadlines, and preparing agendas with the chair. They draft minutes and resolutions during meetings, maintain statutory registers, prepare regulatory filings, manage declaration processes, and coordinate board and committee evaluations each year.