

THE COMPLETE PROGRAM IN SECRETARIES OF BOARDS OF DIRECTORS & COMMITTEES



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Introduction

Board secretaries hold the governance record of an organisation, and the quality of that record decides how well decisions can be defended later. The The Complete Program in Secretaries of Boards of Directors & Committees Training Course prepares board and committee secretaries to run that function to a professional governance standard. Participants learn to manage board cycles, prepare agendas and board packs, record minutes and resolutions accurately, and maintain statutory registers. Furthermore, the course covers governance frameworks, director duties, and regulatory filings. In addition, it addresses confidentiality, conflicts of interest, and committee coordination. As a result, participants leave able to support boards with confidence and precision.

The Complete Program in Secretaries of Boards of Directors & Committees Course Objectives

- Apply corporate governance principles and codes to board secretarial practice.
- Manage the full board and committee meeting cycle from planning to follow-up.
- Prepare agendas, board packs, and pre-reading materials to standard.
- Record accurate minutes, resolutions, and decision registers.
- Maintain statutory registers, disclosure records, and governance documentation.
- Apply board charters, terms of reference, and delegation frameworks.
- Advise on director duties, conflicts of interest, and declaration procedures.
- Coordinate general meetings, voting, and shareholder or member communications.
- Apply confidentiality, insider information, and information security controls.
- Support board evaluation, induction, and continuous governance improvement.

Course Methodology

- Instructor-led sessions combining governance theory with boardroom practice.

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- Practical exercises in agenda preparation, minutes, and resolution drafting.
- Simulation of a full board meeting cycle from notice to action tracking.
- Case studies on governance failures, disclosure breaches, and disputes.
- Group workshops building governance calendars and registers.
- Continuous knowledge checks and a final assessed board secretarial project.

Who Should Take This Course

- Board secretaries and assistant board secretaries.
- Committee secretaries and governance officers.
- Legal advisors supporting board activity.
- Company secretarial and compliance staff.
- Executive assistants coordinating board meetings.
- Public sector officers supporting councils and committees.

The Complete Program in Secretaries of Boards of Directors & Committees Course Outlines

Day 1: Corporate Governance Foundations

- Governance principles: accountability, transparency, fairness, responsibility.
- Board structures, composition, and independence requirements.
- Director duties, liabilities, and fiduciary responsibilities.
- Governance codes and regulatory frameworks.
- Role and mandate of the board secretary.
- Governance documentation and the authority matrix.
- Workshop: mapping a governance framework for an organisation.





Day 2: Board and Committee Meeting Cycles

- Annual board and committee calendars and planning.
- Preparing notices, agendas, and board packs.
- Agreeing terms of reference and committee charters.
- Managing papers, deadlines, and pre-reading distribution.
- Handling urgent and extraordinary meetings.
- Coordinating attendees, quorum, and attendance records.
- Workshop: building a complete board meeting calendar.

Day 3: Minutes, Resolutions, and Governance Records

- Minute-taking standards and accurate recording of debate.
- Drafting resolutions and recording decisions precisely.
- Decision registers and action tracking discipline.
- Statutory registers and disclosure documentation.
- Board report archives and retention rules.
- Confidentiality, access control, and insider information handling.
- Workshop: drafting minutes and resolutions from a simulated session.

Day 4: General Meetings and Stakeholder Governance

- Annual and extraordinary general meeting procedures.
- Notices, quorum, proxies, and voting procedures.
- Shareholder and member communication standards.
- Managing questions, objections, and meeting disruption.
- Conflicts of interest and declaration procedures.

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- Registers of interests and related party disclosures.
- Workshop: running a simulated general meeting.

Day 5: Compliance, Evaluation, and Improvement

- Regulatory filings and statutory submission calendars.
- Supporting board evaluation and effectiveness reviews.
- Director induction and governance training programmes.
- Governance risk registers and control monitoring.
- Reporting governance performance to the board.
- Building a governance improvement roadmap.
- Workshop: presenting a board secretarial improvement plan.

Conclusion

By successfully completing The Complete Program in Secretaries of Boards of Directors & Committees Training Course, participants will have acquired the knowledge to run board and committee cycles with precision, prepare agendas and board packs, record minutes and resolutions accurately, and maintain statutory registers and governance records to a professional standard. They will also gain the ability to advise on director duties, conflicts of interest, and disclosure obligations. Furthermore, the course prepares teams to strengthen governance credibility and audit readiness. Gentex Training Center delivers this programme with a strong emphasis on practical, workplace-ready governance practice.

FAQs





Q1 What is the "The Complete Program in Secretaries of Boards of Directors & Committees" course about?

It is a comprehensive programme on the board secretarial function. It covers corporate governance principles, board and committee cycles, agenda and board pack preparation, minutes and resolutions, statutory registers, general meetings and voting, conflicts of interest, regulatory filings, and board evaluation support.

Q2 What are the key benefits of the "The Complete Program in Secretaries of Boards of Directors & Committees" course?

Participants gain the ability to produce governance records that hold up under audit and legal scrutiny. The course reduces the risk of procedural errors in meetings and filings, improves the quality of board packs and minutes, strengthens management of conflicts of interest, and raises the board secretary's standing as a trusted governance advisor.

Q3 What skills will I gain from the "The Complete Program in Secretaries of Boards of Directors & Committees" course?

Board and committee cycle management; agenda, board pack and minute preparation; governance record, register and resolution administration; and compliance filing, conflicts management and board evaluation support.



Q4 What tools, methods, or standards are covered in the "The Complete Program in Secretaries of Boards of Directors & Committees" course?

The course covers corporate governance codes and frameworks, board charters and terms of reference, notices and agendas, board pack and pre-reading standards, resolution and minute formats, decision action registers, statutory registers and registers of interests, general meeting and proxy procedures, disclosure and filing calendars, and governance risk registers.

Q5 How is the "The Complete Program in Secretaries of Boards of Directors & Committees" course applied in real-world practice?

Graduates apply it by running the annual board calendar, issuing notices and preparing board packs, taking minutes and drafting resolutions, and tracking actions to completion. They also maintain statutory registers, manage conflict declarations, coordinate general meetings, and prepare governance reports and filings for regulators and members.