

Certificate in Board of Directors Secretary

11 – 15 January 2027
Cape Town (South Africa)

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Introduction

The role of the Board of Directors Secretary is vital in ensuring regulatory compliance and efficient corporate governance. This training course is specifically designed to provide comprehensive insights into the duties and responsibilities of the Board of Directors Secretary, focusing on best practices in corporate governance, board meeting management, and compliance with corporate law. Whether you're an experienced corporate secretary or a newcomer to the role, this course will equip you with the essential skills and knowledge needed to excel in this key position.

With a focus on international best practices, this course aims to enhance the effectiveness of corporate secretaries by providing practical tools and strategies that can be applied immediately. You will learn how to navigate the complexities of board governance, manage board meetings, and provide sound advice to the Board of Directors, all while maintaining compliance with the highest standards of corporate governance.

Course Objectives

By the end of this course, participants will:

- **Grasp the Role of the Board Secretary:** Understand the fundamental responsibilities and role of the Board Secretary in ensuring effective corporate governance and regulatory compliance.
- **Master Board Meeting Management:** Gain practical knowledge of organizing and managing board meetings, including the preparation of board agendas, minute-taking, and using board portals.
- **Comprehend International Best Practices:** Familiarize yourself with corporate governance best practices and understand how to apply them in the role of Board Secretary.
- **Learn Board Secretary Skills:** Develop the key skills needed for board secretary duties, such as communication, organization, and leadership, to support the Board of Directors effectively.
- **Understand Financial Oversight:** Learn the role of the Board Secretary in assisting the board audit committee with financial oversight and analysis of financial statements.
- **Strengthen Decision-Making and Compliance:** Learn how to help the board navigate compliance challenges, including the establishment of policies for conflicts of interest, related party transactions, and breaches of duty.

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A graphic of a chessboard with several chess pieces (a king, a queen, a rook, and a pawn) positioned on it. The board is checkered in white and grey, and the pieces are gold and silver.

Course Outlines

Day 1: The Governance Professional

- Overview of the corporate governance framework and the Board of Directors Secretary's responsibilities.
- Key skills needed for board secretaries to manage relationships within the corporate governance system.
- Board Secretary qualifications, activities, and core duties.
- Effective board meeting management, including minute-taking, action logs, and using board portals.

Day 2: Board Dynamics

- Analyzing the styles of behavior that influence board dynamics and effective communication.
- Techniques for supporting a productive working environment during board meetings.
- Role of the Board Secretary in managing conflicts and fostering collaboration among board members.

Day 3: Leading Change and Influencing

- Board Secretary's role in influencing change and supporting board decisions.
- Strategies to guide board members in understanding their responsibilities and liabilities.
- Developing policies to handle conflicts of interest, related party transactions, and breaches of duty.

Day 4: Board Evaluation and Delegation

- Organizing and conducting board evaluations to improve governance practices.
- Managing issues raised in board evaluations and promoting professional development.
- Understanding the delegation of authority system and the Board Secretary's role in making it effective.

Day 5: Financial Oversight & Analysis

- Assisting the audit committee and Board of Directors in financial oversight.
- Understanding external auditors' roles and interpreting financial statements.
- Introduction to ratio analysis and its importance in board governance.

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A graphic illustration of a chessboard with several chess pieces. In the foreground, a large gold king piece stands prominently. Behind it, a silver pawn and a gold pawn are visible. The board is checkered, and the background features concentric circles emanating from behind the king piece.

Why Attend this Course: Wins & Losses!

- Gain an in-depth understanding of the Board Secretary's role in ensuring compliance and governance.
- Master the essential board secretary skills, including meeting management, minute-taking, and using board portals.
- Learn how to support the Board of Directors in making informed decisions by providing guidance on corporate governance and compliance.
- Become equipped with the knowledge of international best practices in corporate governance, helping your company stay ahead of the curve.
- Understand the importance of financial oversight and learn how to assist in interpreting financial statements for the board.

Conclusion

The role of the Board Secretary is pivotal in driving effective corporate governance and ensuring that boards function optimally. Through this course, you will gain the essential skills and knowledge required to fulfill the duties of the Board Secretary, manage board meetings, and ensure compliance with regulatory requirements.

Whether you're aiming for a board secretary certificate or looking to enhance your qualifications, this course offers the tools to elevate your practice and align it with international best practices in corporate governance.

A graphic of a chessboard with several pawns. A large gold king piece is in the foreground, with a silver pawn and a black pawn behind it. The board is checkered, and there are concentric circles in the background.

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