

## ROLE OF THE BOARD SECRETARY

“Upholding Governance, Compliance & Strategic Coordination at the Board Level”

### Schedule

Date	Venue	Fees (Face-to-Face)
13 - 17 Apr 2026	Barcelona, Spain	USD 3495 per delegate

► Available delivery methods: Face-to-Face & Online Training

### Introduction

The Board Secretary is a critical link between the board of directors, executive leadership, and shareholders—responsible for ensuring effective governance, regulatory compliance, and smooth board operations. This role demands discretion, precision, and a deep understanding of corporate governance practices.

This comprehensive 5-day course empowers current and aspiring board secretaries with the tools, frameworks, and best practices needed to support board effectiveness, navigate complex governance environments, and strengthen their strategic advisory capabilities.

### Objectives

By the end of this course, participants will be able to:

- Define the evolving responsibilities and expectations of the board secretary
- Facilitate effective board meetings, agendas, and decision records
- Ensure compliance with corporate governance frameworks and legal obligations
- Support board evaluations, director development, and succession planning
- Strengthen communication and coordination between board and executive teams

## Why Attend

- Master the practical aspects of board support and governance execution
- Understand the board secretary's role in ESG, risk, and compliance oversight
- Improve documentation, resolution tracking, and shareholder reporting
- Build your credibility as a strategic advisor to the board
- Stay current with regulatory trends and global best practices

## Target Audience

This program is designed for:

- Current and aspiring board/company secretaries
- Corporate governance professionals and legal advisors
- Executive assistants supporting board functions
- Senior administrators and governance officers
- Internal auditors and compliance officers

## Individual Benefits

Key competencies that will be developed include:

- Agenda planning and board cycle management
- Governance documentation and minute-taking techniques
- Compliance monitoring and statutory reporting
- Stakeholder communication and policy support
- Confidentiality, discretion, and leadership presence

## Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Enhanced board efficiency and governance compliance
- Stronger board-management communication and alignment
- Improved transparency, documentation, and risk oversight
- Streamlined processes for board meetings and resolutions
- Increased trust and confidence from directors and regulators

## Instructional Methodology

The course follows a blended learning approach combining theory with practice:

- Strategy Briefings - Corporate governance codes, board structures, and fiduciary duties
- Case Studies - Governance challenges and real-world board scenarios
- Workshops - Minute-writing, agenda structuring, and board calendar planning
- Peer Exchange - Discussion of cross-border board governance practices
- Tools - Templates for board packs, meeting logs, and governance checklists

## Course Outline

**Training Hours: 07:30 AM - 03:30 PM** Daily Format: 3-4 Learning Modules | Coffee Breaks: 09:30 & 11:15 | Lunch Break: 01:00 - 02:00

### Day 1: Governance Framework & Legal Foundations

- Module 1: Role and Responsibilities of the Board Secretary (07:30 - 09:30) • Legal and fiduciary duties • Relationship with chairperson, CEO, and board
- Module 2: Corporate Governance Structures and Codes (09:45 - 11:15) • Global governance models and compliance mandates • Key governance policies and board charters
- Module 3: Workshop - Reviewing a Governance Policy Framework (11:30 - 01:00) • Evaluate board documentation and identify improvement areas

### Day 2: Board Operations and Meeting Management

- Module 4: Planning and Running Effective Board Meetings (07:30 - 09:30) • Board calendars, agenda setting, and meeting packs • Roles during meetings and voting procedures
- Module 5: Minute-Taking and Record Management (09:45 - 11:15) • Legal standards for board minutes • Action tracking and resolution follow-up
- Module 6: Workshop - Drafting Accurate Board Minutes (11:30 - 01:00) • Practice documenting a mock board meeting

### Day 3: Regulatory Compliance and Risk Oversight

- Module 7: Legal Compliance and Statutory Filings (07:30 - 09:30) • Company law, listing rules, and regulatory filings • Disclosure obligations and penalties
- Module 8: Board Risk, Audit, and ESG Oversight (09:45 - 11:15) • Secretary's role in board committees • ESG and sustainability reporting requirements
- Module 9: Workshop - Board Compliance Risk Map (11:30 - 01:00) • Create a compliance tracking template

### Day 4: Board Effectiveness and Director Support

- Module 10: Supporting the Board's Strategic Role (07:30 - 09:30) • Board development, skills matrix, and succession planning • Director onboarding and training
- Module 11: Board Evaluations and Performance Reviews (09:45 - 11:15) • Designing evaluation processes • Facilitating results and improvement actions
- Module 12: Workshop - Director Support Plan (11:30 - 01:00) • Build a board support toolkit for director development

### Day 5: Stakeholder Communication and Professional Conduct

- Module 13: Shareholder and Regulator Engagement (07:30 - 09:30) • Shareholder meeting preparation and resolutions • Regulatory audits and governance disclosures
- Module 14: Ethics, Integrity, and Confidentiality (09:45 - 11:15) • Managing sensitive information and conflict of interest • Conduct expectations and leadership behaviors
- Module 15: Final Workshop - Simulated Board Cycle (11:30 - 01:00) • Plan, document, and review a full mock board cycle

## Certification

Participants will receive a Certificate of Completion in Role of the Board Secretary, confirming their capabilities in board governance, compliance management, and strategic board coordination.

## Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation’s unique goals.

<p><b>In-House / Customized Training</b> Interested in running this course for your team? Please contact us:</p>	<p>TEL: <b>+601116373203</b></p>	<p>EMAIL: <b>info@mawaevents.net</b></p>
--	--------------------------------------	--

© Material published by MAWA Events shown here is copyrighted. All rights reserved. Any unauthorized copying, distribution, use, dissemination, downloading, storing (in any medium), transmission, reproduction or reliance in whole or any part of this course outline is prohibited and will constitute an infringement of copyright.