



COMPANY SECRETARIES

MASTER CLASS

DRIVING EFFECTIVE BOARD MEETINGS

AGENDA

08:30 am– 09:00am	Welcome, Introduction and Objectives
09:00am - 11:00am	<p>Company Secretary’s Role in Preparing for Board Meetings</p> <ul style="list-style-type: none"> • The annual calendar of board business and the forward planner • Meeting frequency • Meeting duration • Attendance issues • Engaging the Chairman prior to a Board Meeting • Engaging Management prior to a Board Meeting
11:00am – 11:30am	Coffee Break
11:30am - 12:15pm	<p>Effective Agenda Development and Accompanying Board Papers</p> <ul style="list-style-type: none"> • The importance of drafting an appropriate agenda for the meeting • Ensuring board papers are fit for purpose to facilitate good decision making • Using IT effectively in board processes
12:15pm - 1:00pm	<p>Company Secretary’s Role During the Board Meetings</p> <ul style="list-style-type: none"> • Ensuring good governance in decision-making • Confirming that all meeting requirements and best practices are adhered to • Roles and responsibilities at the Meeting: Chair, CEO, Executive Directors, Non-Executive Directors and Company Secretary
1:00pm– 2:00pm	Lunch
2:00pm – 3:30pm	<p>Company Secretary’s Role after the Board Meeting</p> <ul style="list-style-type: none"> • Communication of Board Decisions: <ul style="list-style-type: none"> ○ Internally – to Management ○ Externally - to regulators, shareholders, the media and other stakeholders • Drafting minutes • Developing an Action log of and following up on Matters Arising from the meeting
3:30pm – 4:00pm	Activity: Drafting Minutes and Creating an Action Log
4:00pm – 4:30pm	Evaluation and Closing