

Board secretary in effective governance

Governance Institute for Directors GloD



Introduction:

In light of the exceptional circumstances due to (Covid-19) crisis, which led to the increase dependency on technology in all fields. The business world was no exception starting from daily small meetings to the major meetings such as the board of directors and general meetings. Naturally, the roles of all involved parties need to adapt to the new changes. The role of the secretary of the board of directors emerges as the link between the board and the executive management in organizing the mechanism of electronic meetings, activating the corporate governance and following up on the implementation of board decisions in addition to many more important duties.

Workshop goal:

The webinar aims to clarify the central and strategic role of the secretary of the board of directors (secretary), responsibilities, and duties in order to assist in successfully performing the secretary role in the company in accordance with international best practices, especially in light of the current circumstances.

Target group:

This workshop is designed for current and prospective board secretary and individuals responsible for implementing good corporate governance practices in listed and unlisted companies in the private and public business sectors as well as banks.

Workshop Outlines:

Corporate Governance Basics

Board of Directors

Board and committee meetings

The role of Board Secretary - Secretary

How to appoint a secretary

The role of the secretary between the board and top management

The role of the secretary in the council meetings, committees, and general assembly meetings

The role of the secretary in activating governance

Business model

Workshop days: Two days, Two hours/day

Language: Arabic, English



For more information:

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