

Board Secretariat Operations and Records Training Course

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Course Overview

Board Secretariat Operations and Records Training Course is a one-week course for board secretaries, governance officers, company secretarial staff, executive office professionals, legal coordinators, and committee administrators who leave with a Board Secretariat Operations Toolkit. Participants manage calendars, notices, agendas, papers, meeting logistics, minutes, resolutions, action registers, director information, and controlled records through one continuing board cycle. The course emphasizes administrative traceability rather than legal advice. Board secretariat operations and records are taught by Agile Leaders Training Center.

Who Should Attend

- Board secretariat functions responsible for meeting cycles, papers, records, and follow-up
- Governance support functions responsible for calendars, decisions, and committee coordination
- Executive office functions responsible for director information and meeting logistics
- Legal coordination functions responsible for routing documents and maintaining evidence
- Committee administration functions responsible for agendas, minutes, and action registers
- Records functions responsible for access, versions, retention, and secure archives

The course assumes participants already support senior meetings or controlled documents, and it leaves out jurisdiction-specific legal advice and director decision-making.

Departments and Industries

The course supports board and committee administration across corporate, public-service, and nonprofit environments.

- Board secretariat, governance, and executive offices
- Legal coordination, compliance support, and corporate affairs
- Banking, insurance, and professional services
- Healthcare, education, and public-service organizations
- Energy, manufacturing, and infrastructure companies
- Associations, foundations, and nonprofit organizations

Learning Objectives

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

- Build annual board and committee meeting cycles
- Apply notice, agenda, paper, and version-control workflows
- Use attendance, logistics, and information-readiness checklists
- Build objective minutes, resolutions, and decision registers
- Prioritize and track assigned actions and overdue items
- Evaluate record access, confidentiality, retention, and quality

Course Agenda

Day 1: Secretariat Mandate and Meeting Cycle

- Board Secretariat Responsibility Map
- Annual Board and Committee Calendar
- Meeting Type and Workflow Matrix
- Stakeholder and Communication Route Map
- Secretariat Service Standard Checklist

Day 2: Agendas, Papers, and Readiness

- Meeting Notice and Deadline Planner
- Agenda Architecture and Item Sequence
- Board Paper Submission Cover Sheet
- Board Pack Index and Version Register
- Meeting Readiness and Logistics Checklist

Day 3: Minutes, Resolutions, and Decisions

- Objective Minute-Taking Structure
- Discussion, Decision, and Action Distinction Method
- Board Resolution Drafting Template
- Decision and Resolution Register
- Draft Review and Approval Workflow

Day 4: Actions, Information, and Records

- Board Action Ownership Tracker
- Overdue Item Escalation Dashboard
- Director Information Request Log
- Confidentiality and Access Control Matrix
- Board Record Retention and Archive Index

Day 5: Secretariat Practice and Capstone

- Calendar and Agenda Planning Exercise
- Board Pack Quality-Control Exercise
- Minutes and Resolution Drafting Exercise
- Action Tracking and Records Review Exercise
- Capstone Board Secretariat Operations Toolkit

Practical Exercises

The course uses suggested activities that connect meeting preparation, decision evidence, follow-up, and records control.

- Suggested activity: build an annual calendar and prepare an agenda for a committee cycle
- Suggested activity: check a board pack for sequence, completeness, deadlines, and version accuracy
- Suggested activity: draft objective minutes and resolutions from a meeting scenario
- Suggested activity: reconcile decisions, assigned actions, overdue items, and the controlled archive

FAQs

Who is the Board Secretariat Operations and Records Training Course suited to?

The course suits intermediate professionals who already coordinate senior meetings, board papers, controlled documents, or committee follow-up and need an operating method for the full meeting cycle.

How do board secretariat operations differ from general corporate governance training?

Board secretariat operations focus on calendars, meeting workflows, papers, minutes, resolutions, action tracking, information flow, and records, while general corporate governance training focuses on structures, principles, accountability, oversight, and director responsibilities.

What should a board pack control process include?

A board pack control process should include submission deadlines, a cover sheet, agenda alignment, an index, completeness checks, document ownership, version history, access permissions, distribution confirmation, and late-paper handling.

What should board minutes record?

Board minutes should record attendance, declared interests, agenda matters, material discussion at an appropriate level, decisions, resolutions, dissent where required, assigned actions, and approval status in objective language.

How should board actions be tracked after a meeting?

Board actions should be entered in a controlled register with the decision reference, action, owner, due point, status, evidence, escalation route, and closure confirmation.

Conclusion

Participants take back a Board Secretariat Operations Toolkit containing calendars, notices, agendas, paper controls, readiness checks, minutes, resolutions, decision and action registers, information logs, and archive indexes. The toolkit creates traceability across the meeting cycle. It helps secretariats deliver timely information, preserve decision evidence, follow actions, and maintain controlled records.

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