

The Certified Board Secretary Training Course

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Overview

Corporate governance demands rigorous administrative oversight, precise documentation, and objective counsel to directors. The Certified Board Secretary Training Course provides governance professionals with the technical capabilities required to manage board operations, maintain statutory compliance, and guide leadership decisions. Participants examine the legal duties of corporate secretaries, statutory registers and corporate records administration, formal resolution drafting, and structured decision-making techniques. This programme is delivered by Agile Leaders Training Center.

Who Should Attend

- Appointed board secretaries seeking to formalise their procedural and corporate governance workflows.
- Corporate governance officers and legal counsels managing board administration and statutory compliance.
- Executive secretaries and administrative managers preparing to assume board secretarial duties.
- Governance committee coordinators responsible for minute drafting, meeting packs, and board logistics.
- Non-profit and public enterprise administrators guiding board compliance and constitutional mandates.

Departments and Industries

This course supports governance and administrative professionals across commercial enterprises, public institutions, and regulated entities.

- Board Secretariat and Corporate Governance Offices
- Legal Affairs and Regulatory Compliance Directorates
- Executive Leadership and Director Support Units
- Public Sector Authorities and Non-Profit Entities
- Financial Institutions and Regulated Commercial Corporations

Learning Objectives

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

- Define the legal duties, statutory responsibilities, and procedural appointment of the board secretary.
- Align governance structures and secretarial practices with organisational constitutions and bylaws.
- Establish clear delegation frameworks, committee terms of reference, and authority matrices.
- Manage end-to-end board meeting administration, from agenda formulation to resolution drafting.
- Maintain statutory registers and corporate records in compliance with regulatory mandates.
- Evaluate governance frameworks and board effectiveness using performance indicators.
- Apply structured problem-solving models, including Ishikawa diagrams, Pareto analysis, and the 5 Whys.
- Facilitate board decision analysis using Six Thinking Hats and cognitive decision models.

Course Agenda

Day 1: Foundations and Legal Duties

- Significance of secretarial oversight in institutional governance frameworks
- Statutory duties, legal liabilities, and core responsibilities of the corporate secretary
- Formal appointment procedures, qualification criteria, and induction processes
- Operating models across diverse organizational structures and subsidiary entities
- Review of procedural boundaries between executive management and the secretariat

Day 2: Organizational Governance and Constitutions

- Corporate entity classification: commercial corporations, public bodies, and charities
- Interpreting constitutional documents, articles of association, and founding charters
- Structural hierarchy, director mandates, and executive leadership relationships
- Corporate Secretarial Practice for charity and non-profit governance standards
- Practical governance alignment with statutory and constitutional parameters

Day 3: Delegation, Meetings, and Decisions

- Designing delegation frameworks, delegated authorities, and committee remits
- End-to-end board meeting administration: calendar planning, notices, and pack collation
- Minute-taking standards, recording dissent, and capturing key discussions
- Drafting actionable board resolutions, written approvals, and execution logs
- Facilitating procedural compliance during director discussions and voting procedures

Day 4: Regulations, Records, and Effectiveness

- Regulatory compliance audits and secretarial statutory obligations
- Maintaining statutory registers and corporate records, including share and director books
- Filing procedures for annual returns, constitutional changes, and officer changes
- Criteria for evaluating governance frameworks and board effectiveness
- Designing secretarial compliance calendars and annual governance reviews

Day 5: Problem-Solving and Decision Analysis

- Applying root cause analysis to administrative friction using Ishikawa diagrams and the 5 Whys
- Prioritising governance issues using the Pareto principle and 80-20 distribution rules
- Facilitating boardroom discussions using Six Thinking Hats parallel thinking
- Cognitive decision-making: balancing divergent and convergent thinking in board support
- Mitigating cognitive bias in board deliberations using dual-process thinking models

Practical Exercises

Participants complete hands-on activities to resolve operational challenges and build execution plans.

- Draft a formal board meeting agenda and an actionable board resolution based on a business scenario.
- Construct a statutory compliance calendar tracking regulatory filing deadlines and register updates.
- Map delegated authority thresholds across board committees and executive management.
- Facilitate a structured decision analysis exercise applying Six Thinking Hats to a governance dilemma.

FAQs

How does this course address statutory compliance and record-keeping?

The syllabus provides structured guidance on maintaining statutory registers and corporate records, tracking regulatory filings, and aligning meeting records with constitutional articles of association.

What decision-making models are covered during the sessions?

Participants practice structured decision-making techniques, including Ishikawa root cause analysis, Pareto prioritization, Six Thinking Hats parallel thinking, and dual-process cognitive frameworks.

Is this programme applicable to non-profit and public organizations?

Yes. The curriculum examines operational governance differences between commercial corporations, public sector bodies, and charitable foundations, ensuring applicable guidance for diverse legal structures.

Conclusion

Participants return to their organizations equipped with practical frameworks to manage board secretarial functions with confidence and procedural rigour. By applying structured meeting management, disciplined record administration, and proven decision-support tools, board secretaries protect institutional integrity and foster effective boardroom performance.

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