

Corporate Secretarial Program 2nd - 3rd December 2019

Overview: This course examines various aspects of the role and responsibilities of a corporate secretary, from a compliance, governance and operational perspective. The course is designed to give participants a detailed overview of a corporate secretary role in companies of differing sizes and levels of sophistication (but focusing on non-listed companies) – including the importance of the corporate secretary as a key compliance and governance officer in a larger company.

Participants will also be provided with instruction in relation to fulfilling compliance and operational aspects of the company secretarial role.

The course will focus on four key practical aspects of company secretarial duties: directors’ meetings; members’/shareholders’ meetings; company registers; and DICA company filings via the MyCO online registry system.

Course materials will include a range of example documents to assist participants in managing their own company secretarial activities.

AGENDA – DAY 1

Day 1	
8:30 – 9:15 am	Opening Remarks and Getting to know each other
9:15 – 10:45 am	Session 1. Introduction to Corporate Governance (CG) <ul style="list-style-type: none"> - What is CG? - Role of Company Secretary in the context of CG - CG Framework and Board Effectiveness
10:45 – 11:15 am	Break
11:15 am – 12:45 pm	Session 2. Board Effectiveness and Directors Duties <ul style="list-style-type: none"> - Board Composition - Board Roles - Directors Duties in line with MCL
12:45 – 1:45 pm	Lunch
1:45 – 3:15 pm	Session 2. Board Effectiveness and Directors Duties (continued) <ul style="list-style-type: none"> - Board Committees Session 3. Role of Corporate Secretary <ul style="list-style-type: none"> - How to ensure Board Efficiency - Stakeholder Mapping
3:15 – 3:45 pm	Break
3:45 – 5:15 pm	Session 4. Board Procedures Examples of: <ul style="list-style-type: none"> - Board working procedures - Board Meeting Agenda & Minutes - Review of Board Packs - Board Evaluation
5:15 – 5:30 pm	Wrap-Up Day 1
End	

AGENDA – DAY 2

Day 2	
9:00 – 9:30 am	Review and Summary of Day 1 materials
9:30 – 10:45 am	Session 5. Review of the reference materials - Review of Templates and reference materials
10:45 – 11:15 am	Break
11:15 am – 12:30 pm	Guest Speaker – DICA representative
12:30 – 12:45 pm	Wrap-Up Day 2
End	