

Course Name

Board Secretary - Entry to Mid

Sector Name

Audit, Risk and Governance

Document Type

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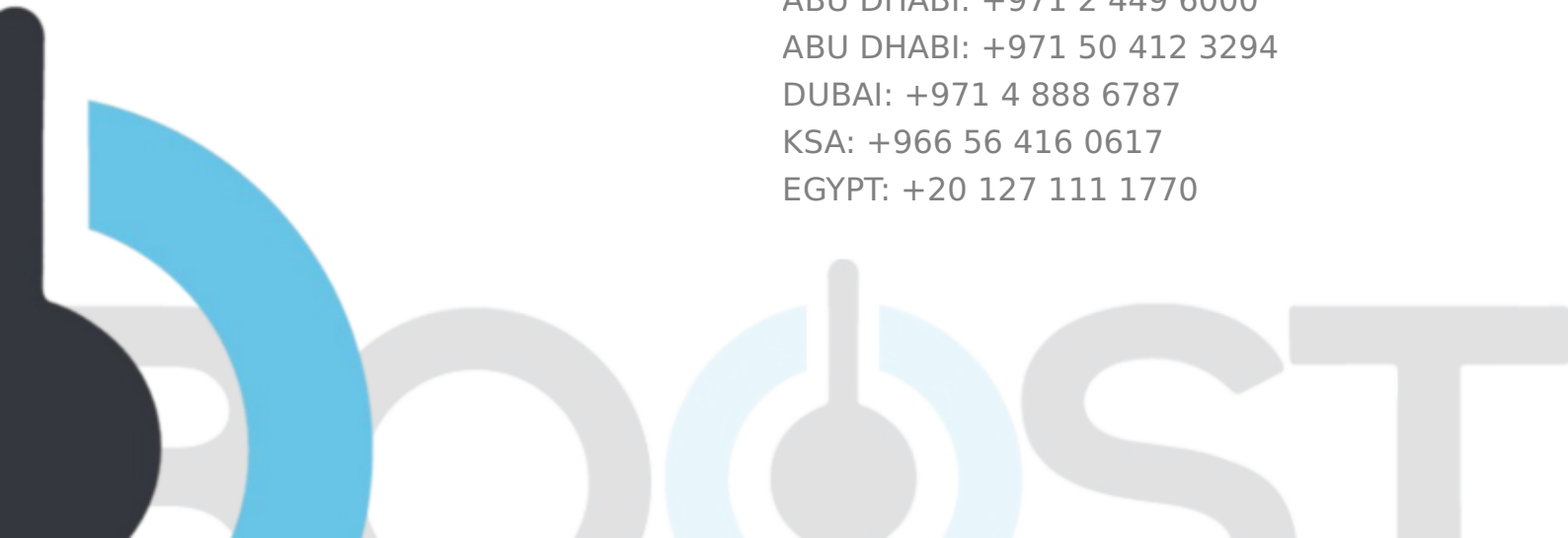
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Course Introduction

The Board Secretary plays a critical role in supporting effective corporate governance, ensuring regulatory compliance, and enabling sound decision-making at the board level. Beyond administrative duties, the role requires strong understanding of governance frameworks, board dynamics, documentation discipline, and regulatory obligations.

Developed by **Boost**, this course is designed to equip entry- to mid-level professionals with the practical knowledge and skills required to perform the Board Secretary role effectively. The program focuses on board operations, governance support, regulatory coordination, and professional conduct—without turning the course into a purely legal or academic study.

Boost's Board Secretary - Entry to Mid-course prepares participants to act as a trusted governance partner to the board and senior management.

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Target Audience

- ✓ Board secretaries and assistant secretaries
- ✓ Governance and compliance professionals
- ✓ Legal and corporate affairs staff
- ✓ Executive assistants supporting boards
- ✓ Professionals involved in board administration

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Learning Objectives

- ✓ Understand the role and responsibilities of a Board Secretary
- ✓ Support board governance and compliance requirements
- ✓ Manage board meetings and documentation professionally
- ✓ Coordinate effectively with board members and committees
- ✓ Ensure accuracy, confidentiality, and accountability
- ✓ Strengthening governance practices at the board level

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Course Outline

✓ DAY 01

Understanding the Board Secretary Role

Module 1: The Board Secretary in Corporate Governance

- ✓ Purpose of the Board Secretary role
- ✓ Position within governance structures
- ✓ Relationship with the board and management

Module 2: Legal and Regulatory Context

- ✓ Regulatory expectations for boards
- ✓ Board Secretary responsibilities under governance rules
- ✓ Managing compliance support

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Course Outline

✓ Day 02

Board Structure and Operations

Module 3: Board Composition and Committees

- ✓ Board roles and responsibilities
- ✓ Committees and their mandates
- ✓ Supporting committee operations

Module 4: Planning and Organizing Board Meetings

- ✓ Annual board calendars
- ✓ Meeting preparation and coordination
- ✓ Managing agendas and logistics

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Course Outline

✓ Day 03

Board Documentation and Records

Module 5: Managing Board Papers and Minutes

- ✓ Preparing and reviewing board materials
- ✓ Minute-taking principles and accuracy
- ✓ Maintaining official board records

Module 6: Confidentiality and Information Management

- ✓ Handling sensitive information
- ✓ Document access and security
- ✓ Ethical and professional conduct

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Course Outline

✓ Day 04

Board Effectiveness and Governance Support

Module 7: Supporting Board Decision-Making

- ✓ Ensuring clarity and completeness of information
- ✓ Tracking resolutions and follow-ups
- ✓ Monitoring action items

Module 8: Governance Policies and Compliance

- ✓ Supporting governance policies and charters
- ✓ Monitoring compliance obligations
- ✓ Coordinating with regulators and auditors

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Course Outline

✓ Day 05

Professional Practice and Continuous Improvement

Module 9: Managing Relationships and Communication

- ✓ Working with board members
- ✓ Coordinating with senior management
- ✓ Managing challenging governance situations

Module 10: Strengthening the Board Secretary Function

- ✓ Continuous improvement of board processes
- ✓ Governance best practices (non-academic)
- ✓ Developing professional capability in the role

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Jan. 25, 2027	Jan. 29, 2027	5 days	5950.00 \$	USA , Texas
May 24, 2027	May 28, 2027	5 days	2150.00 \$	Virtual , Online
Aug. 29, 2027	Sept. 2, 2027	5 days	4250.00 \$	KSA , Riyadh
Dec. 21, 2026	Dec. 25, 2026	5 days	4250.00 \$	UAE , Dubai

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