

Consulting and Training | Reach New Heights

Course Name

Certificate In Board Secretarial Practice

Sector Name

Legal and Corporate Law

Document Type

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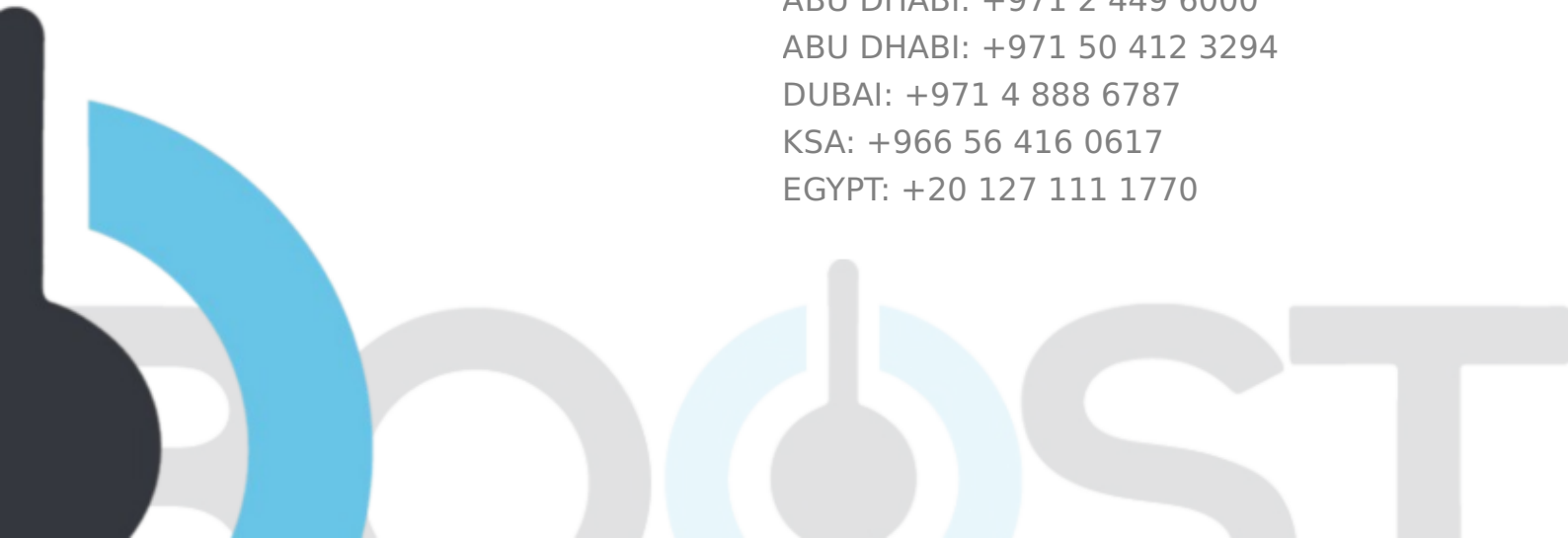
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Certificate In Board Secretarial Practice

Course Introduction

Effective board secretarial practice is a cornerstone of strong corporate governance. Board secretaries play a critical role in ensuring that boards and committees operate efficiently, transparently, and in compliance with legal, regulatory, and governance requirements. As governance expectations increase and regulatory environments become more complex, the board secretarial function has evolved into a highly professional and strategically important role.

To support this evolving responsibility, **BOOST** has developed the **Certificate in Board Secretarial Practice** course for professionals who already have exposure to corporate governance, legal, or administrative roles and wish to deepen their expertise in board secretarial responsibilities. This intermediate-level program focuses on strengthening practical knowledge, technical competence, and professional judgment required to support boards and senior leadership effectively.

The course emphasizes both compliance and best practice, covering board structures, meeting management, documentation, statutory obligations, and ethical responsibilities. Participants also explore how board secretaries contribute to effective decision-making, risk

oversight, and communication between the board, management, and stakeholders.

Through structured learning, applied examples, and governance-focused discussions, participants enhance their ability to perform the board secretarial role with confidence, accuracy, and professionalism.

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Target Audience

- ✓ Board secretaries and assistant board secretaries
- ✓ Corporate governance professionals
- ✓ Legal and compliance officers
- ✓ Company secretarial staff
- ✓ Senior administrative professionals supporting boards
- ✓ Public and private sector professionals working with boards or committees
- ✓ Professionals aspiring to board secretarial or governance roles

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Learning Objectives

- ✓ Understand the role and responsibilities of the board secretary
- ✓ Apply best practices in board and committee administration
- ✓ Support compliance with governance, legal, and regulatory requirements
- ✓ Plan, manage, and document effective board and committee meetings
- ✓ Prepare accurate and compliant board documentation and records
- ✓ Support directors in fulfilling their duties and obligations
- ✓ Manage board communications and information flow professionally
- ✓ Strengthen governance effectiveness through high-quality secretarial practice

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Course Outline

✓ DAY 01

Corporate Governance and the Board Secretarial Role

- ✓ Principles of corporate governance
- ✓ Role of the board and board committees
- ✓ Legal and ethical foundations of board secretarial practice
- ✓ Responsibilities and authority of the board secretary
- ✓ Relationship with directors, chairperson, and management
- ✓ Professional conduct and confidentiality

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Course Outline

✓ Day 02

Board Structures, Roles, and Compliance

- ✓ Board composition and committee structures
- ✓ Roles and responsibilities of directors
- ✓ Statutory and regulatory obligations (overview)
- ✓ Governance policies and frameworks
- ✓ Managing conflicts of interest and disclosures
- ✓ Supporting compliance and accountability

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Course Outline

✓ Day 03

Board and Committee Meetings Management

- ✓ Planning and scheduling board and committee meetings
- ✓ Agenda preparation and meeting coordination
- ✓ Managing meeting logistics and protocols
- ✓ Supporting effective decision-making
- ✓ Minute-taking standards and best practices
- ✓ Managing action tracking and follow-up

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Course Outline

✓ Day 04

Board Documentation and Information Management

- ✓ Preparing board papers and reports
- ✓ Quality, clarity, and completeness of documentation
- ✓ Managing board packs and secure information flow
- ✓ Records management and document retention
- ✓ Using technology in board secretarial practice (conceptual overview)
- ✓ Managing sensitive and confidential information

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Course Outline

✓ Day 05

Enhancing Board Effectiveness and Professional Practice

- ✓ Supporting board performance and evaluations
- ✓ Advising the board on governance matters
- ✓ Managing relationships with regulators and stakeholders
- ✓ Continuous improvement in board secretarial practice
- ✓ Ethical challenges and professional judgment
- ✓ Developing a personal board secretarial action plan

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
March 15, 2027	March 19, 2027	5 days	4950.00 \$	Spain , Madrid
June 7, 2027	June 11, 2027	5 days	4250.00 \$	UAE , Abu Dhabi
Aug. 30, 2027	Sept. 3, 2027	5 days	4250.00 \$	UAE , Abu Dhabi
Nov. 23, 2026	Nov. 27, 2026	5 days	4250.00 \$	UAE , Dubai

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