

CPD 5; Board Governance & Compliance

1. Role of the Company Secretary:

- Define the role and responsibilities of the Company Secretary within the governance structure of the Company
- Explain how the Company Secretary serves as a key liaison between the board, management, and external stakeholders.
- Discuss the importance of the Company Secretary in facilitating communication, coordinating meetings, and ensuring compliance with legal and regulatory requirements.

2. Adherence to Governance Principles:

- Explore the fundamental principles of good governance, such as transparency, accountability, integrity, and fairness.
- Explain how the Company Secretary plays a vital role in upholding these principles by assisting in the development and implementation of governance policies and procedures.
- Discuss strategies for promoting ethical behavior and maintaining high standards of governance within the organization.

3. Legal and Regulatory Compliance:

- Outline the legal and regulatory framework governing corporate governance, including relevant laws, regulations, and industry standards.
- Highlight the responsibility of the Company Secretary in ensuring compliance with these requirements, such as filing regulatory documents, maintaining corporate records, and adhering to reporting obligations.
- Provide guidance on how the Company Secretary can stay updated on changes in regulations and ensure that board practices remain in line with evolving legal requirements.

4. Promoting Good Governance Practices:

- Discuss strategies for promoting a culture of good governance within the organization, emphasizing the role of the Company Secretary in fostering transparency, accountability, and ethical conduct.
- Explore ways to enhance board effectiveness through the implementation of best practices, such as regular board evaluations, strategic planning, and performance monitoring.

- Provide examples of successful governance initiatives and case studies illustrating the benefits of strong governance practices.

5. Managing Board Policies and Procedures:

- Explain the process of developing, reviewing, and updating board policies and procedures, with the Company Secretary often playing a central role in facilitating these activities.
- Discuss the importance of maintaining an organized system for managing board documents, including policies, resolutions, meeting minutes, and other official records.
- Offer practical tips and tools for streamlining board processes, such as using technology solutions for document management and communication.

6. Effective Communication and Collaboration:

- Emphasize the importance of effective communication and collaboration among board members, management, and other stakeholders.
- Highlight the role of the Company Secretary in facilitating communication channels, disseminating information, and ensuring that all stakeholders are well-informed.
- Provide strategies for fostering constructive relationships and promoting a collaborative decision-making environment within the boardroom.

By covering these areas in depth, the CPD seminar can provide participants with valuable insights and practical guidance on the role of the Company Secretary in promoting good governance practices, maintaining compliance, and enhancing board effectiveness.