

# Corporate Governance Administrative Support for PAs & Executive Assistants/Secretaries

## WORKSHOP OUTLINE

This Workshop is designed for PAs, EAs and Board Secretaries dealing directly with a Board of Directors to enable them to understand what good governance looks like and develop ideas on how the EA can assist the Board, CEO and Management to achieve it. This workshop will examine what their administrative role and responsibilities are as a PAs, EAs and Board Secretaries, and take them through best practice examples of Board agendas, papers, and minutes.

The workshop will look at best practices in preparing board minutes, updating and managing board policies, maintaining attendance logs, handling monitoring report worksheets, organizing all of the board's documents including bylaws, committee minutes, etc.

## PARTICIPANTS WILL GAIN VALUABLE INSIGHTS INTO:

- Preparing board minutes according to the most up to date best practices
- Ensuring that board policies in all categories are accurate
- Managing the board's attendance logs and make sure they are accurate and consistent with the board's policies
- Ensuring that the board's record of monitoring reports is accurate and up to date
- Following governance best practices to ensure the integrity of your board's documents

## WHO SHOULD ATTEND?

- Personal Assistants / PA
- Executive Assistants /EA
- Executive Secretaries
- Board Secretaries
- Board Administrative Support
- Executive Managers
- Assistant Company Secretaries

## ABOUT THE FACILITATOR - PROF. ANTON ROODT

**PROF. ANTON ROODT** is a lecturer, executive coach, consultant and writer in leadership, strategy, governance and social entrepreneurship. He lectures at the Rotterdam School of Management (RSM) Erasmus University in The Netherlands, Graduate Institute of Business Science (GIBS) University of Pretoria, The Pakistan Institute of Management (PIM), Karachi, Pakistan, DCDM Business School, Mauritius.

He did his initial academic studies in Linguistics and Philosophy. Post-graduate studies followed at the University of Texas, USA as recipient of the Rotary Foundation Fellowship. He was subsequently appointed tenured professor at North-West University South Africa. He left the academic world for the corporate business sector, holding executive positions at prominent South African companies including Sasol and GenCorp. He is an associate of SPESA (Social Private Equity South Africa), a business initiative that promotes social entrepreneurship in partnership with corporate funders and investors.

He is passionate about strategic leadership and good governance in a living systems context and is a wilderness enthusiast.

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## AGENDA

08:00 Registration 09:00 Session One 10:30 Tea/Coffee Break 11:00 Session Two 12:30 Lunch  
13:30 Session One 14:30 Tea/Coffee Break 15:00 Session Two 16:30 Close of Workshop

### Principles of good corporate governance

- Governance - definition and why
- Governance and management
- Why good governance is so important for an organisation
- What areas in a business are affected by good governance
- What matters does the Board address?
- What every EA needs to know about governance policies

### Board practice and processes

- Board practices: meetings, papers, committees, work plan, induction and reviews
- Effective Board decision-making procedures and tools
- Meeting rules
- Increasing quality of debate and engagement during meetings
- Examples of Board ineffectiveness and its impact on management
- How the CEO and the EA prepares for a Board meeting

### Board structure

- Roles and responsibilities of the Board and Chair
- Role of CEO and management
- Board expectations of CEO
- CEO and Chair's influence on Board effectiveness
- Factors which influence level of Board engagement
- Code of Conduct
- Relationships - Board and Management, Chair and CEO, EA and Chair/Board
- Changing role of and expectations placed on the Board

### Understanding Directors' legal duties and obligations

- The Companies Act
- Directors' Duties
- Trustees
- Common law cases and SA legislation you need to be aware of

### Role of the PAs, EA as Board Secretary

- The responsibilities of the Board Secretary before, during and after Board meetings
- How to prepare for Board meetings
- What needs to happen when?
- How EAs can help facilitate the working relationships between the Executive and Board
- The EA's role in supporting good governance in the Boardroom
- Looking for areas of improvement: What could you do differently?
- Board Secretary's duty in recording conflicts of interest
- Handling sensitive and confidential information

### Board papers

- Purpose of Board papers
- How to prepare and assemble Board papers
- Layout, content, and language
- Examples of Board papers
- Circulating the papers
- Confidentiality and security

### Board Meetings: Notice, Agendas, Minutes and Policy Register

- 10resolution
- Ensuring that minutes contain sufficient information to describe how Directors reasonably came to reasonable decisions
- What is required to be stored for seven years (and why) from agendas and minutes
- Modern methods for signing and securing minutes
- The usefulness of maintaining the policy register

# Registration Form

Venue: Tsogo Sun Hotel, Lusaka, Zambia

Date: 7 – 8 August 2019

## Corporate Governance Administrative Support for PAs & Executive Assistants/Secretaries

### AUTHORISATION AND COMPANY DETAILS

The signatory must be authorised to sign on behalf of the stated company. I acknowledge that I have read and understood all of the Payment Methods, Policies and Terms & Conditions.

Company: \_\_\_\_\_

Tel: \_\_\_\_\_

Address: \_\_\_\_\_

VAT # if applicable: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

### DELEGATE 1 DETAILS

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Email: \_\_\_\_\_

Tel: \_\_\_\_\_

### DELEGATE 2 DETAILS

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Email: \_\_\_\_\_

Tel: \_\_\_\_\_

### DELEGATE 3 DETAILS

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Email: \_\_\_\_\_

Tel: \_\_\_\_\_

### BANKING DETAILS:

**Name of Account:** Argonaut Consulting (PTY) Limited

**Bank Name:** ABSA

**Account Number:** 4091918410

**Branch Code:** 632 005

**Account Type:** Current Account

**Swiss Code:** ABSAZAJJ

### DELEGATE FEE STRUCTURE

**Standard Price – R8999**

**Early Bird Price – R7999**

**If Booked and Paid by 06 July 2019**

### TERMS AND CONDITIONS

Accepted applications to attend the Argonaut Training & Consulting conference or training course ("Event") are in every case subject to these terms and conditions:

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**Included in Conference/Course Fee** – lunch, refreshments provided by ARGONAUT TRAINING & CONSULTING and such detailed conference/course material as ARGONAUT TRAINING & CONSULTING deems appropriate.

**Views of Speakers at any Conference or Training Course** – are their own and do not necessarily reflect the views of ARGONAUT TRAINING & CONSULTING, its employees, agents or contractors.

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- cancellations received 15 working days before Event start-date, entitle the cancelling delegate to a full credit of amounts paid to date of cancellation which may only be redeemed against the cost of any future ARGONAUT TRAINING & CONSULTING Event, within one year from date of such cancellation;
- any cancellations received less than 15 working days before the Event start-date, do not entitle the cancelling delegate to any refund or credit note and the full fee must be paid;
- non-attendance without written cancellation is treated as a cancellation with no entitlement to any refund or credit.

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- Speakers and topics are confirmed at the time of publishing of the programme, but ARGONAUT TRAINING & CONSULTING reserves the right to substitute, alter or cancel advertised speakers and/or topics in appropriate circumstances (and will give notice of such substitutions or alterations on its web-site and or in writing as soon as possible, having regard to the circumstances).
- If ARGONAUT TRAINING & CONSULTING cancels an Event, delegate payments at the date of cancellation will be credited to a future ARGONAUT TRAINING & CONSULTING Event (such credit is available for up to one year from the date of cancellation). If ARGONAUT TRAINING & CONSULTING postpones an Event, delegate payments at the postponement date will be credited towards the rescheduled Event. If the delegate is unable to attend the rescheduled Event, the delegate will receive a full credit of amounts paid up to the date of postponement which may only be redeemed against the cost of any future ARGONAUT TRAINING & CONSULTING Event (and such credit will be available for one year from the date of postponement). No cash refunds whatsoever are available for cancellations or postponements.

- **Indemnity** – ARGONAUT TRAINING & CONSULTING is absolved from and indemnified against any loss or damage as a result of substitution, alteration or cancellation/postponement of an Event arising from any cause whatsoever, including, without limitation, any fortuitous event, Act of God, unforeseen occurrence or any other event that renders performance of the Event impracticable or impossible. A "fortuitous event" includes, but is not limited to, war, fire, flood, riot, industrial action, extreme weather or other emergency.

**Warranty of Authority** – The signatory warrants that he/she has the authority to sign this Application and agrees to be personally liable to ARGONAUT TRAINING & CONSULTING for payments falling due pursuant thereto should such warranty be breached.



TO BOOK YOUR SPACE AT THIS EVENT, CONTACT US ON:

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