




مركز الحوكمة
CENTER FOR GOVERNANCE

Board Secretary Program

 Riyadh, Saudi Arabia.

 9:30 – 17:00 | 3 Days

 12-14, May, 2024

Owned by إحدى شركات
صندوق الاستثمارات العامة
Public Investment Fund



Development Program

Board Secretary Program



Governance as a Catalyst for Change

The Kingdom's Vision 2030 rests firmly on the principles of effective governance. This ambitious outlook champions institutions that restructure themselves by embracing global best practices, swiftly adjusting to the ever-evolving dimensions of society, the environment, and technology. By prioritizing thorough governance, this dedication lays the foundation for the realization of the Vision, propelling the Kingdom to the forefront of global affairs.

Behind Every Thriving Board Lies a Resilient Board Secretary

The role of the Board Secretary is gaining crucial importance within the Kingdom. A proficient Board Secretary not only enhances the working of the Boards and their Committees but is also the torchbearer of sound governance and integrity. By integrating technical competencies with governance insight, leadership finesse, and a comprehensive understanding of behavioral dynamics, the Board Secretary plays an instrumental role in effective board operations. The Kingdom's emphasis on corporate governance is a rallying cry for Board Secretaries to elevate their skills and adopt a substantial advisory and partnership role.



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Learning Outcomes

- Grasp the basics of corporate governance.
- Learn about the functions of boards and committees.
- Comprehend the duties of a board secretary.
- Understand the legal liabilities of the Board Secretariat concerning Companies Law and Labor Law.
- Master the skills needed to be an efficient Board Secretariat.
- Gain insight on boards and committees evaluation.
- Manage relationships with stakeholders effectively.



Who Should Attend ?



Board Secretaries



Board Secretaries Aspiring



Legal professionals



Internal Control professionals



Governance & Compliance professionals



Individuals seeking to better understand the Board Secretary role and the value it brings to the boardroom and every meeting



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Course Content

Day 1

01 Understanding of Corporate Governance

- Evolution of Corporate Governance
- Applicable Corporate Governance KSA regulations

02 Effective Governance for organizational success

- Board composition and functions
- Critical role of key board committees
- Board dynamics

Day 2

03 Board of Directors

- High-Level overview of role and responsibilities of the Board of Directors
- Structure of Boards
- Liabilities pertaining to KSA Companies Law 2022

04 The Board Secretary

- Role of the Board Secretary
- Liabilities pertaining to KSA Companies Law 2022
- Organizational structure of Board Secretariats

Day 3

05 The Role of Board Secretary

- Operational responsibilities
- Governance responsibilities
- Illustrative mandate of Board Secretariats
- Board Secretary role in General Assembly
- The values and skills of Board Secretary
- Overview of Board Secretary tools

06 Board Evaluation and Delegation

- Describe the board secretary's role in developing and organizing a board evaluation
- Understand board evaluation approach and methodology
- Develop strategies to deal with issues raised by a board evaluation



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Board Secretary Program's Fee:

Includes:

- 3 Days program ✓
- Completion certificate ✓
- Printed and soft copy materials ✓
- Venue + F&B ✓

SAR 13,500

* price are VAT exclusive.





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