

# CHARTERED CORPORATE SECRETARY PROGRAM

## OVERVIEW

Chartered Corporate Secretary (**C.C.Sec.**) is an international designation attained by completing the 'Chartered Corporate Secretary' Program. The program was created to help strengthen the skills of those who serve boards in their official capacity as 'secretary to the board'. Those with the unique "**C.C.Sec.**" designation will set themselves apart with employers, boards and key stakeholders in the assistance they provide to boards and their individual directors or board of governors.

## PROGRAM STRUCTURE

The Chartered Corporate Secretary Program consists of 4 on-line modules of approximately 3.5 hours in duration each delivered live by internationally recognized corporate secretary experts. The program content is applicable to all type of organizations, across all industry sectors and jurisdictions, with a focus on the practical, hands on role of corporate secretaries. These interactive modules provide an excellent opportunity to meet and network with other governance practitioners.

**AFTERNOON: 1:30 p.m. - 5:00 p.m. OR EVENINGS: 6:00 p.m. - 9:30 p.m.**

The 4 modules leading to the Chartered Corporate Secretary Program are:



1.  
THE JOB OF THE  
CORPORATE  
SECRETARY



2.  
MEETINGS & THE  
CORPORATE  
SECRETARY



3.  
MINUTES & THE  
CORPORATE  
SECRETARY



4.  
THE CORPORATE  
SECRETARY AS  
"INFLUENCER"

## WHO SHOULD ATTEND?

Current and aspiring **Corporate Secretaries** as well as **Corporate Officers**, including **Law Professionals**, who support and advise the Board of Directors and Senior Managers.

**Contact Us**



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## PROGRAM CONTENT

### 1. THE JOB OF THE CORPORATE SECRETARY

- What does an effective Corporate Secretary do?
- Common problem areas
- The Corporate Secretary's GENERAL legal responsibilities.
- USUAL Compliance obligations under laws and regulatory authorities.
- The Corporate Secretary and the governance framework.
- The changing role of governance professionals and Corporate Secretaries.
- The Corporate Secretary's role in Corporate decision-making and advising the board.

### 3. MINUTES & THE CORPORATE SECRETARY

- What are minutes and why are minutes kept?
- The problems and issues that can occur with minute taking
- How to take appropriate minutes; The skills of effective minute writing
- Implementing the decisions of the board of directors

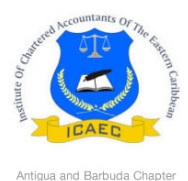
### 2. MEETINGS & THE CORPORATE SECRETARY

- How to get the most out of board and committee meetings
- Best practice in agenda setting and preparing board papers
- Document retention and document retention policies
- The Corporate Secretary as a conduit of information to and from the board

### 4. THE CORPORATE SECRETARY AS "INFLUENCER"

- How to influence boardroom behaviour; Essential communication skills.
- Recognising board dynamics.
- Creating a supportive environment.
- Acting as adviser to the organization's board members.
- Relationship with the Board Chair/Committee Chairs.
- Relationship with the other directors.
- Relationship with the CEO (and other SMT members).
- The Corporate Secretary's relationship with the "owners".
- Techniques for effective communication, relationship building and dealing with discord

## SUPPORTERS



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## FACULTY BIOGRAPHY



**Dr. Chris Bart**  
(FCPA, F.CIoD, C.Dir)

Dr. Chris Bart is the Chairman and Co-Founder of the Caribbean Governance Training Institute and Co-founder and Chairman of the Caribbean Institute of Directors. He is also the Founder of The Directors College of Canada, where from its inception in 2003 to 2013, he served as its inaugural Principal and Lead Professor. Currently, Dr Bart is the CEO of Corporate Missions Inc – an international consulting firm dedicated to helping organizations excel in the execution of their strategies. He has also authored several books including the 10 year Canadian business best seller, “A Tale of Two Employees and the Person Who Wanted to Lead Them” as well as the widely acclaimed publication: “20 Essential Questions Corporate Directors Should Ask About Strategy” – 3rd Edition”.

A retired Professor of Strategy and Governance, Dr. Bart currently serves as Associate Editor of the International Journal of Business Governance & Ethics and he continues as a Research Fellow of the Asian Institute of Corporate Governance at Korea University.

He is the recipient of numerous awards including the Queen Elizabeth II Diamond Jubilee Medal for his service to Canada. Dr. Bart is listed in Canadian Who’s Who.