



# Board Secretary Training: Documenting Minutes, Corrections & Disagreements

*(90-minute webinar – available live or on-demand)*

**Wednesday, November 3, 2021**

12:00 PM Pacific

1:00 PM Mountain

2:00 PM Central

3:00 PM Eastern

[Register Here](#)

The board secretary's dynamic role is critical. It involves and/or affects administration of corporate governance, director liability, communication with directors and management, oversight of policy/procedure reviews, obtaining and maintaining annual documentation, compliance issues, and more.

## **AFTER THIS WEBINAR YOU'LL BE ABLE TO:**

- Understand the board secretary's role and responsibilities
- Document board oversight of your institution's risk management program
- Prepare effective agendas and board package materials
- Track items for board review
- Write thorough board meeting minutes
- Appropriately correct prior minutes
- Explain the benefits and compliance considerations of electronic board package delivery and virtual meeting platforms

## **WEBINAR DETAILS**

The board secretary's role goes far beyond being the "note taker" at board meetings. The job often entails being the chief organizer, ensuring compliance requirements are met, understanding governance issues, planning meetings, developing reports, and preserving corporate records.

This session will provide the information and tools needed to be a successful board secretary. It will review responsibilities and provide best practices to enhance administration of corporate governance, including establishing an agenda, delivering the board package, scribing contemporaneous meeting notes, and documenting the details in the official minutes. In addition, this webinar will provide guidance and tips for becoming more effective and efficient, provide tools to facilitate success, and detail best practices for documenting "healthy debate" and discussion that occurs during a board meeting.

## **WHO SHOULD ATTEND?**

This informative session is designed for board secretaries, corporate secretaries, senior management, and administrative personnel.

## **TAKE-AWAY TOOLKIT**

- Sample board agendas
- Sample board reporting schedule
- Sample board attendance log
- Sample policy approval schedule
- Employee training log
- Interactive quiz

## **DON'T MISS THIS RELATED WEBINAR!**

**Board Reporting: Requirements, Timing, Delivery Options, Risks & Concerns**  
on Wednesday, April 7, 2021

## **MEET THE PRESENTER**

### **Dawn Kincaid, Brode Consulting Services, Inc.**

Dawn Kincaid began her banking career while attending The Ohio State University. She has over 20 years' experience in client service, operations, information technology, administrative and board relations, marketing, and compliance. Most recently Dawn served as the Senior Vice President of Operations for a central-Ohio-based community bank, where she created and refined policies and procedures, conducted self-audits and risk assessments, and organized implementation of new products and services. Dawn has served in the roles of Compliance, BSA/AML, CRA, Privacy, and Security Officer. She has led training initiatives, prepared due diligence information, completed a variety of regulatory applications, coordinated internal and external audits and exams, and presented for numerous state associations.

## **THREE REGISTRATION OPTIONS – WHAT YOU GET**

### **1. Live Webinar Includes**

- Unlimited connections within your institution to the Live Webinar
- Handout and Take-Away Toolkit
- Available on desktop, mobile & tablet
- Presenter's contact info for follow-up

### **2. On-Demand Webinar Includes**

- Recording of the Live Webinar
- Available two business days following Live date
- Handout and Take-Away Toolkit
- Available on desktop, mobile & tablet
- Free Digital Download, yours to keep
- Share link with anyone at your institution
- Presenter's contact info for follow-up

**3. Purchase the **BOTH Option** to receive all the benefits listed above! Full registration descriptions can be found [here](#).**

If you need help with anything, please drop us an email at [support@financialedinc.com](mailto:support@financialedinc.com) or call 406.442.2585