



ALABAMA BANKERS ASSOCIATION

**Board Secretary Comprehensive Training:
Understanding Your Role and Responsibilities
May 1, 2024**

Birmingham 280 Marriott
3590 Grandview Parkway
Birmingham, AL 35243

Registration starts: 8:15am

Business Session: 8:30am-3:00pm

Lunch on your own 11:30am-12:30pm

CE and CPE credits applied for

Member Fee: \$395

Non-Member Fee: \$595

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. We will also review best practices for documenting "healthy debate" and discussion that may occur during a board meeting. We will provide guidance and tips for becoming more effective and efficient and provide tools to facilitate success.

Learning Objectives:

- Responsibilities of a Board Secretary- A review of both the general and specific duties required of a board secretary daily, monthly, quarterly, and yearly.
- Documentation of Board Oversight – Background and details on how to document board oversight of your bank's risk management program.
- Board Meeting Preparation – A discussion on how to establish the agendas and distribute the board package
- Tracking Items for Board Review – Overview of the list of annual policies, officer designations, training and other items that need to go to the board.
- The Art of Writing Board Minutes - A thorough discussion of how to craft the minutes, include supporting documentation and make corrections when needed.
- Understanding the E-Packages – A review of the benefits of providing your board materials electronically to the directors, including privacy and IT issues, and sample procedures.

Who Should Attend?

This informative session is designed for board/corporate secretaries, senior management, and directors.

Speaker: Dawn Kincaid, Brode Consulting Inc.

For more information, contact Elizabeth Bailey, vice president of professional development at (251) 510-3593 or email ebailey@alabama.bank
For information on important policies please visit our website at <https://www.alabama.bank/policies>