

BOARD SECRETARY PROGRAM

برنامج أمين سر مجلس الإدارة

#معاً نصنع الأثر
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 Riyadh

 28,750  • 02 - 06 Aug 2026
• 18 - 22 Oct 2026

The Board Secretary Program is a comprehensive 5-day program that equips current and aspiring board secretaries, governance officers, and executive coordinators with the essential frameworks, skills, and tools to operate effectively within Saudi and international governance systems. The course blends global standards with the Saudi regulatory landscape. Participants progress from understanding governance principles and board structures to mastering the operational and legal mechanics of board meetings, documentation, and shareholder engagement.

Practical exercises, templates, and simulations ensure that participants leave ready to apply best-practice governance processes in their own organizations.

Target Audience

Board Secretaries

Current and recently appointed Board Secretaries looking to enhance their effectiveness in board rooms.

High Potential Professionals

High potential professionals in the legal, internal control, governance, and compliance fields.

Content

- Explain the foundations and principles of modern corporate governance within global and Saudi contexts.
- Interpret key regulatory frameworks and their implications for board operations.
- Execute the core administrative and advisory functions of a board secretary, ensuring compliance and efficiency.
- Your Learning Experience Towards Boardroom Excellence
- Prepare and manage board and committee documentation that meets legal, regulatory, and best practices of governance standards.
- Facilitate general assemblies and investor-relations processes in accordance with CMA and Tadawul requirements.
- Support board evaluation, succession, and continuous improvement using established governance and ISO frameworks.

PROGRAM MODULES

This 5 days immersive learning experience combines a comprehensive blend of highly integrated modules built on the global and regional perspectives, it draws on the regional context and experience with local case studies.

Foundations of Corporate Governance and the Three Lines Model

This module covers:

- Modern Corporate Governance: global vs. Saudi landscape (CMA, SAMA, and Companies Law).
- Role of governance in strategic oversight, risk, and shareholder trust.
- Key governance principles (accountability, transparency, fairness).
- King IV/V principles & ISO 37000 relevance for secretaries.
- Overview of Risk Management (ISO 31000 and COSO ERM).
- Overview of Compliance (ISO 37301).

Regulatory Requirements for Boards and the Board Secretary

This module covers:

- Companies Law 2022, CMA CGR.
- Board committees' legal requirements (audit, risk, nomination, remuneration).
- Board composition, independence, and succession.
- Secretary's role in legal compliance and recordkeeping.

Board Secretary Roles and Responsibilities

This module covers:

- Overview of Board secretary roles and responsibilities.
- The Board Charter.
- Organizing board and committee meetings.
- Building and distributing board packs
- Meeting logistics .
- Documents naming, archiving, stamping, signing, and safekeeping
- The voting process.

Deep Dive into Board Secretary Duties

This module covers:

- ICSI standards (Best practices for Board secretary).
- Drafting resolutions and minutes that withstand legal scrutiny.
- Records management, document retention, and confidentiality.
- Handling related party transactions & conflicts of interest.
- Directive follow up.

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Investor Relations

This module covers:

- Ordinary & extraordinary General Assemblies — notice, quorum, minutes.
- E-voting, proxy management, and CMA filings.
- Investor relations function.
- Disclosures (financial, ESG, remuneration).

Board Evaluation and Succession

This module covers:

- Secretary's role in board appraisal, director induction, and training.
- Skills matrix, peer evaluations, and feedback processes (Following CFG proven methodology).
- Benchmarking board performance with King IV/ISO frameworks.

Capstone Simulation and Action Planning

This module covers:

- Full simulation of a board & committee cycle, including agenda setting, conducting a mock meeting, minute-taking, and drafting resolutions.

About the Financial Academy

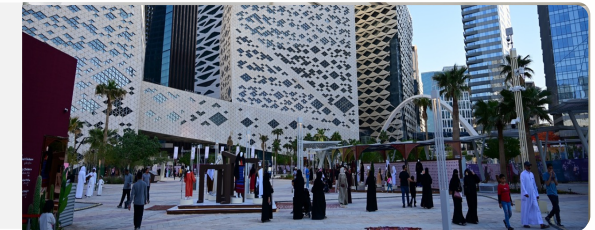
Excellent Work Groups

Training at the Financial Academy gives you the opportunity to join and interact with carefully-selected groups of peers, who work at different organizations and job levels. This pool of diverse perspectives will enrich your learning experience and expand your professional network within the financial sector.



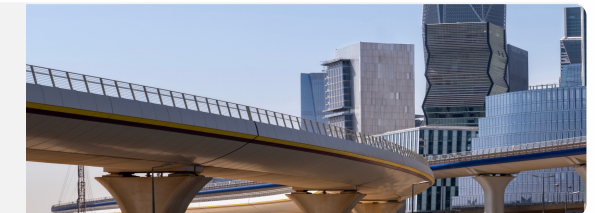
An Optimal, Have-It-All Learning Environment

The Academy's facilities offer a unique learning environment, featuring high-quality training rooms equipped with cutting-edge technologies, spacious shared lounge areas, latest technology, dining facilities and a variety of other amenities. Prayer rooms for men and women are available as well.



Easy-to-Reach Offices

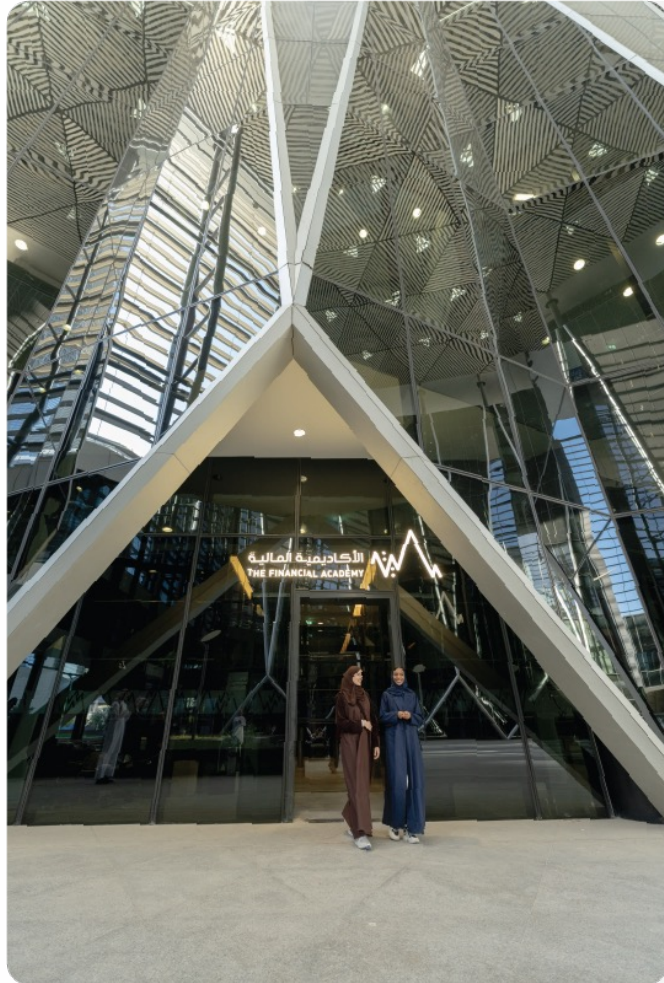
The Financial Academy is easily accessible, being directly connected to King Abdullah Financial District (KAFD) Metro Station via a pedestrian bridge. It is alternatively easy to reach using ride-hailing apps or private cars: Once you get to KAFD, head to Building No. 2.07 through Area 2.



At the Heart of KAFD

Being situated at KAFD where most of the financial sector organizations are near, the Financial Academy's location is unique and strategic. Plus, the place is known for being a business and entertainment hub where many cafes and restaurants are located, making the learning experience more thrilling and enjoyable thanks to the exciting surroundings.





Connecting and Learning.

Though it comes from within, transformation often requires a catalyst. And for many business leaders, the Financial Academy (FA) professional training programs and development activities have been that catalyst. Here, you're fully immersed in a transformational living-learning experience, networking with gurus from around the world, and engaging in programs led by prominent local and international financial industry experts . It's a holistic experience that will enrich and develop your career - and your life.

ADMISSIONS

We admit candidates to specific sessions on a rolling space available basis, and encourage you to apply as early as possible. Although most programs have no formal educational requirements, admission is a selective process based on your professional achievement and organizational responsibilities.

FOR MORE INFORMATION

<https://fa.gov.sa/en?language=en>

FOR A PERSONALIZED CONSULTATION

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