To insert after slide 9, before slide 10.

* Prepare to Manage Time: Stick to the Agenda. See Appendix 1a for a Sample Agenda with time allotment for a 2 -hours Board Meeting. If possible, prepare to allot time duration for each Agenda Item. See also Appendix 1b for sample of a Board Calendar and Appendix 1c for Sample of Matters Arising from the Minutes of the Meeting.

 Note that the Company Secretary can better manage meetings by discussing and reviewing some Agenda Items informally with the Chairman and Directors outside and before the meeting.

* Minute Writing: - Part 2 .

PART 2 – MINUTE WRITING WORKSHOP

Points to note:

a. Prepare your self- Physically or virtually. Devices
  (i.)   Recording devices – Inform meeting before you start to record.
  (ii.)   Long hand - get a Minute frame work. See Appendix 2
  (iii.)   Computers, ipad, Tabs, better and faster to fill up and complete minutes in record time.
b. Board decisions for Action – Action Plans- (AP). See Appendix 3.
  You can * or underline relevant sections for faster identification. Remember to circulate the AP within 24 hours for the meeting. Note the speed in execution of tasks.
c. Follow up – Company Secretary should prepare to follow up with members of Board with assigned tasks within 24 to 48 hours of the meeting.
d. Circulation of Minutes of Meetings- within 72 hours of the meeting not more than a week, depending on the circumstances and type of meetings. You may need to turn it in same day or within 24 hours in some cases.
e. Clear with the Chairman and MD before circulation minutes, for any amendments or corrections.
f. Do not drop the ball – After circulating the Minutes of Meeting, continue to follow up with calls, whatsApp and emails until all actions and tasks are executed. In the event of undue delay, you may need to prompt the Chairman to call the defaulting Board member to action and where necessary possibly convene an Emergency Board Meeting to address the issue.

I hope this helps? Thank you for listening.

Questions?