

WEBINAR SERIES:

Company Secretary as Governance Professional

2 August 2024, Friday

9.00am - 1.00pm

Speaker: PROF DR ZUBAIDAH ZAINAL
ABIDIN FCIS (CS) (CGP)

Virtual

Course code: CG020824W1

Closing date: 31 July 2024

**4 CPD
HOURS**

Introduction

The responsibilities of the modern day company secretary have evolved from that of a “note taker” at board meetings or “administrative servant of the board” to one which encompasses a much broader role of acting as “board advisor” and having responsibility for the organisation’s corporate governance. The board, particularly the chairman, relies on the company secretary to advise them not only on directors’ statutory duties under the law, disclosure obligations and listing rule requirements but also in respect of corporate governance requirements and practices and effective board processes. This specialised role of the modern company secretary has emerged to position them as one of the key governance professionals within the organisation.

The governance professional’s role is to enforce a compliance framework to safeguard the integrity of the organization and to promote high standards of ethical behavior. He/She has a significant role in assisting the board of the organization to achieve its vision and strategy.

Course objectives

This course aims to provide some insights to Company Secretaries as Governance Professionals in:

1. Identifying what and advising why certain corporate governance best practices should be adopted by the organization.
2. Implementing within those best practices through the creation and maintenance of cultures and relationships.
3. Facilitating communication between board members, the board and management, the chairman and the chief executive officer, the company and its shareholders, and the company and its stakeholders.

Course outline

Evolution of the Company Secretary

- Organisation and corporate governance
- Company Secretary as trusted advisor to the Board
- Role as a Governance Professional

Governance role for board meetings

- The corporate secretary’s role in minute taking
- Governance role in the delegation of authority
- Delegation to committees
- Governance role in board composition and succession planning

The role of Company Secretary as Governance Professional

- Governance role with directors
- Governance role in board evaluation
- Governance role with shareholders
- Governance role in shareholders meetings
- Governance role in strategy
- Governance role in risk management
- Governance role in climate change

Competency Framework for Governance Professionals

- Readiness of CS as GP

Who should attend

Company secretaries, directors, corporate advisors, corporate governance professionals, lawyers, auditors, accounting professionals risk management professionals and compliance officers.

About the trainer: Prof Dr Zubaidah Zainal Abidin FCIS (CS) (CGP)

Dr Zubaidah Zainal Abidin is currently engaged as an Academic Fellow with the Faculty of Economics and Muamalat, Universiti Sains Islam Malaysia (USIM). She retired as a Professor from Universiti Teknologi MARA (UiTM) in 2015 where she had served for more than 25 years, holding various senior academic positions, among others as the Dean of the Institute of Graduate Studies. From 2015 to 2018, she was with Kolej Universiti Poly-Tech MARA (KUPTM) initially as the Dean for the Institute of Graduate Studies and later appointed as Deputy Vice Chancellor (Academic and Internationalisation). In 2019, she accepted an invitation by UNITAR as an Associate Research Fellow for a year. She was then offered an appointment as a Professor with Putra Business School for the year 2020-2021. Prior to joining academia in 1986, she worked as a company secretary for private companies and public listed companies spanning over a period of more than 13 years (1973-1986). Dr Zubaidah has a diverse academic qualification with professional ICSA UK, Masters in Accounting and Management Science from University of Southampton, UK, and her PhD from Curtin University of Technology, Australia. Dr Zubaidah has authored five books on company secretarial practice which are being used nationwide by students in both public and private universities. She is an ardent researcher in corporate governance, board diversity, boardroom dynamics, and corporate social responsibility, the research findings of which had been presented at national and international conferences and published in refereed journals.

She is frequently invited as speaker by professional and regulatory bodies including Companies Commission of Malaysia (CCM), MAICSA, Malaysian Association of Company Secretaries (MACS) and Institute of Approved Company Secretaries (IACS) to share her thoughts on matters pertaining to governance, board leadership, and sustainability

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Retired MAICSA member	170	170	170
MAICSA Member's staff***	400	400	400

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Tel: **03-2282 9276 (ext 803)**

Attention: Ms Noor Shafika Hassan

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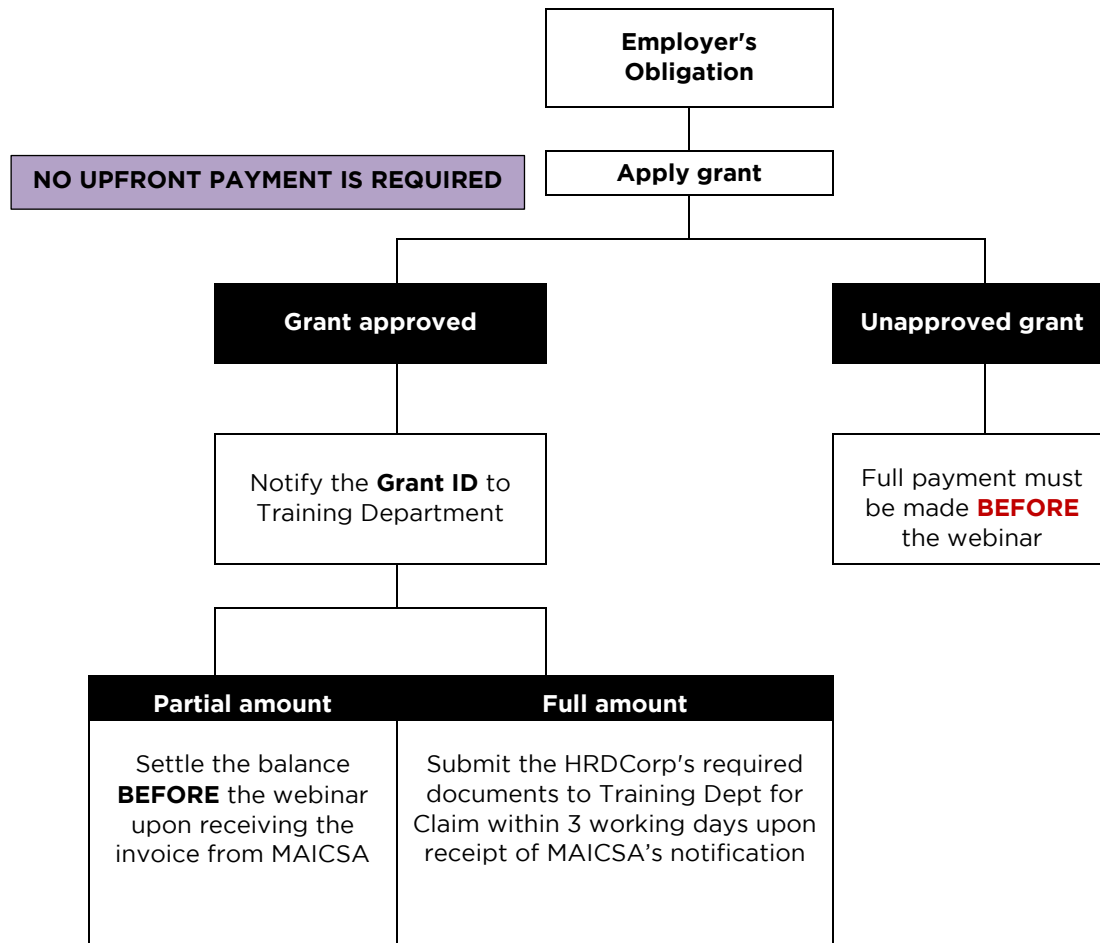
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