

Key Issues and Challenges for Board Secretaries in 2019



in association with



Round Table Network Lunch Thursday, 7 February 2019, 12.30pm – 2.30pm

Institute of Public Administration, 57-61 Lansdowne Road, Dublin D04 TC62

The inaugural Board Secretary Network event of 2019 will afford an opportunity to reflect on key issues and challenges for Board Secretaries in 2019. Recent codes outside of the private sector (including the state body code, non-profit code, code for Institutes of Technology) all place an increased emphasis on the role and importance of the Secretary. In some respects, the public/non-profit Board Secretary is 'catching-up' with established practices in many (especially large) private sector entities. The Secretary is expected to be, *inter alia*, a key support to the Board on all governance matters, helping to ensure timely information flows between the Executive and the Board, overseeing induction for new members, supporting the annual evaluation process, and promoting good practices. The Secretary can be a key enabler of good governance.

This first Board Secretary Network event will hear from two experienced practitioners who will reflect on some of the key issues and challenges from their perspective and help to prompt discussion amongst the group. Additional topics and ideas are very much welcome, either before or during the event.

The event will consider key areas, such as:

- Ensuring full compliance with relevant governance code provisions (incl. dealing with more challenging aspects)
- Building effective relationships (e.g. Chairperson, members, CEO, Executives)
- Board use of 'private sessions'
- Board skills/experience matrices and how to input into the appointments process
- Enabling a more strategically-focused Board
- Participants are welcome to raise any other matters for discussion with their peers (either before or during the event)
 - Please contact the Network convener, Tom Ward with your suggestions – tward@ipa.ie



Cliona Curley is Director of Corporate Services and Board Secretary at Quality and Qualifications Ireland (QQI), a position she has held since January 2018. Prior to this, Cliona was Corporate Services Manager and Board Secretary at the National Disability Authority (NDA).



Kate Brennan is Company Secretary of Dell Bank International and is a Chartered Company Secretary and member of the Governance Institute. Kate has significant experience advising boards and senior management in the public, private and non-profit sectors on governance and compliance matters. She has worked with the National Breast Screening Programme, the Arts Council, CRH plc, Grant Thornton, Irish Public Bodies Insurance, and Zurich Insurance. Kate serves on the Audit Committee of the Leopardstown Park Hospital and is a Board member of the Wexford Arts Centre and the National Print Museum.

Time & Location

The network event will take place on Thursday, 7 February 2019 at the IPA, 57-61 Lansdowne Road, Ballsbridge, Dublin D04 TC62.

Tea/Coffee will be served from 12 noon. The presentations and open forum discussions will commence at 12.30pm and conclude at 2.30pm.

Cost and Bookings

Members of the Governance Forum are invited to send one nomination (the Board Secretary) to the Board Secretary Network event. Bookings can be made using the attached booking form or by contacting Jane Greer (jgreer@ipa.ie), 01-2403661.

Non-Forum members may join the Board Secretaries' Network for an annual fee of €395. Please contact Jane Greer for more information.