

Director Development, Finance, AML & Compliance, Investments & Funds, Trust

# Practical Board Meetings

## Course Details

### Price

£215.00

### Length

Half day (09:30-13:00)

## Course Overview

This course is designed to provide essential skills to those who are required to arrange and attend board meetings, produce agendas, board packs and board minutes.

## Content

During the course we will cover the following topics:

- Board meetings: arranging, organising, preparing & attending
- Agendas: purpose, best practise, drafting
- Board Packs: uses, requirements, needs, production & organisation
- Minutes: note taking & drafting skills
- Post-board meeting responsibilities
- Challenges to consider

## Benefits

This course is for individuals who are required or will be required to attend board meetings as part of their role. This part of the role can be daunting and stressful, even for those with many years' experience. The course will aim to arm individuals with basic knowledge and skills to increase confidence and effectiveness.

## Next Steps

If you would like to book a place on this course please click on the **'Book Course'** button to the right of this page and login or register for a user account to complete your booking(s). Any queries please do not hesitate to contact us via [admin@gta.gg](mailto:admin@gta.gg) or call us on 01481 224570.

If no date is scheduled for this course at the present time please click on the **'Register Interest'** button and login or register for a user account so that we can add you to our course interest register. This register allows us to contact our tutors and finalise dates for a course as soon as we have a few people who have expressed their interest, so the more delegates who register their interest, the sooner we can schedule a particular course.

## Course Tutor

### Mel Torode

Mel Torode has over 20 years' experience in the fund administration industry in Guernsey specifically including private equity, property and mezzanine debt. Mel is an Independent Non-Executive Director with a portfolio of listed and private fund clients and is a director and founder of the Advisory Services Group, an independent business providing compliance, risk and regulatory, company secretarial, corporate governance, consultancy and training services to the regulated financial services industry, as well as the wider business community, public sector and start-ups, in the Channel Islands. During her career to date, Mel has worked at all levels of fund administration, from trainee to Managing Director, has founded, successfully grown and sold her own fund administration business, has worked in all sizes of company from 2 people to 100 people, has been part of owner-managed and large global operations and has established a varied portfolio of clients as a NED. Alongside administration, company secretarial and leadership positions, Mel has held roles as Compliance Officer and MLRO, as well as focusing consistently on corporate governance during her career.