

The role of the Company Secretary in board evaluation

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boardinsight:

Outline of our session

- We'll discuss the role of the Company Secretary:
 - When preparing for a board evaluation
 - During the board evaluation and
 - Following up on a board evaluation
- We'll sum up suggestions on how the Company Secretary can add value to board evaluations
- Your questions are very welcome!

Preparing for a board evaluation

- Advocating for an evaluation
- Explaining its benefits to the board
- Advising on internal v. external evaluation
- Helping to define the scope of an evaluation
- Identifying, checking out and recommending possible external facilitators
- Designing an internal evaluation questionnaire

During the board evaluation

- Should the Company Secretary be interviewed or give his/her views during the process?
- How can this work in both internal and external evaluations?
- Should review of the Company Secretary's role be part of the evaluation?
- What benefits might this achieve?

After the board evaluation

- How can the Company Secretary ensure the agreed recommendations are carried out?
- Setting up a cycle of continuous review
- Drafting the wording on the board evaluation for the Annual Report
- Reviewing the effectiveness of the process

Summing up

Views on how the Company Secretary
can add value to board evaluation?