

SEMINAR NOTICE



THE KENYA SCHOOL OF LAW

COURSE: BOARD OPERATIONS AND PROCESSES

DATE: 16-20 November, 2020

VENUE: Mombasa

SAFETY AND HEALTH OF THE PARTICIPANT

Cognizant of the risk posed by the Covid-19 pandemic, the School has, as regards the training venue, taken all measures to comply with the Government directives on the handling of the pandemic, including keeping of social distance, wearing masks, sanitizing and washing hands, temperature checks, amongst others. We assure our participants of their safety and health during the training.

ABOUT THE COURSE

Boards of organizations, whether private or public, play a critical role in steering organizations to achieve their goals and objectives. The success of the management hinges on the operations and processes of the boards and also on the manner of interaction between the boards and management. An understanding of the structure, function, roles and operation of a board is necessary, not only to the board members, but also to the management, especially the chief executive officers, senior management and those employed to work in the board secretariat.

Members of a board should understand what their authority, mandate, roles and responsibilities are. Members of the board should also have a profound knowledge of the organisation's operational environment and regulation. The roles and responsibilities delegated to board committees should be clear. Board members should make decisions objectively, feel collectively responsible and work together in the best interest of the organization. This calls not only of legislative normative order, but also the ethical normative order that more often than not contribute to the effective adherence to the set guidelines. Board members should devote sufficient time to their responsibilities because boards suffers from the effect of asymmetric information within an organization. Finally, the distinction between the role of the board and that of the management must be clear, to ensure a frictionless and effective functioning and co-existence to realise the strategic objectives of an organization.

Board Operations and Processes is a 5-day course that is intended to set out and discuss how a board should be effective in working with the management to ensure

delivery of the organization's products and services. An understanding and appreciation of the various parameters of the functioning of an effective organization is important and critical for optimal performance of the organization.

TRAINING FOCUS

Highlights of the course will be interactive, concrete, discussions of:

- Introduction & definitions;
- Corporate governance in the public and private sectors;
- Planning, strategy and organizational policies;
- Board and committees: structures, roles and responsibilities;
- Board governance tools;
- Board-management interactions;
- Effective board operations and processes;
- Role of the board in organizational risk management;
- Financial management and procurement: where is the board in this?
- Organizational sustainability;
- Measuring board performance: induction, empowerment and appraisal;
- Corporate governance from the *Mwongozo* perspectives;
- Role of the board in ensuring legal and regulatory compliance;
- Emerging corporate governance challenges and way forward.

By the end of the course the participant will be equipped to-

- a) Relate corporate governance theory and corporate governance in practice;
- b) **Describe** a typical board structure, operation and processes;
- c) **Demonstrate an understanding** of the roles and responsibilities of the board, its committees and the individual members, on the one hand, and the management, on the other hand;
- d) **Explain** the rationale and purpose of the *Mwongozo* Code;
- e) **Apply** the knowledge and skills gained to their respective organizational demands;
- f) **Help** their respective organizations to establish effective strategies and systems for board operations and processes and their interface with the management;
- g) **Manage** the challenges attendant to the interaction between the board and the management of an organization.

TARGET AUDIENCE

The training is suitable for the following, amongst others:

- Board members of State corporations;
- Board members of private companies;
- Chief executive officers of both private and public corporations;
- Company/corporation secretaries and legal personnel;
- Persons working in board secretariat;
- Private persons interested in matters of regulation and oversight;
- Persons involved in developing legislation or legislative proposals;
- Scholars and practitioners on corporate governance;

- Persons interested in public governance and accountability.

YOUR INVESTMENT: Ksh. 92,000 inclusive of VAT and registration fee (covers tuition fees, course materials, stationery, lunch and refreshments). **Non-East Africans pay USD 1,150.**

CPD POINTS: members of the Law Society of Kenya who attend and complete the training will be entitled, on payment of extra 1,000.00 to be awarded 3 CPD points. Payment of this sum shall be effected during the training, as will be directed by the organizers of the training.

Application Process

Application form may be obtained from the Kenya School of Law CPD Department at Karen or be downloaded from our website http://www.ksl.ac.ke/wp-content/uploads/2018/04/CPD_REGISTRATION_FORM_.pdf Money should be deposited in the **School's account: (Account No. 202 2029 110 Barclays Bank of Kenya, Absa Bank Kenya PLC, Plaza Branch, Nairobi, Kenya) and the bank slip or evidence of electronic funds transfer presented to the Finance Office.**

Please note that we would wish to have your **duly completed application form and proof of payment (or confirmation of participation) one week before the commencement** of the course to enable us to adequately prepare for the course. For any queries, contact Course Coordinator Mr Isaac Kuloba on ikuloba@ksl.ac.ke, or Jacqueline jacqueline@ksl.ac.ke; Christine cmwanza@ksl.ac.ke



Isaac S. Kuloba

For DIRECTOR/ CHIEF EXECUTIVE OFFICER



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