

# The Board Secretary: An Enabler of Board Performance

## Round Table lunch hosted by the Governance Forum

Thursday, 6 September 2018, 12.30 – 2.30pm

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



The Board Secretary is more than simply a collator and distributor of Board and Committee papers and drafter of minutes. The Secretary occupies a critical governance role in public bodies and public benefit entities, a fact recognised, for example, in the *Code of Practice for the Governance of State Bodies (2016)* and its coverage of the role (particularly in s1.21-1.23). The Secretary is mentioned no fewer than 28 times in the main Code document.

The Board Secretary, in a true sense, doesn't just support the Board and its Committees (in a reactive sense) but has the ability, pro-actively, to enable Board performance and prompt positive changes in how the Board and its Committees operate. This will be a central theme in our round table event for Secretaries, where participants will hear from experienced peers and discuss and share their knowledge and ideas.

### Key areas for consideration include:

- Supporting Board performance, including achieving the right balance between performance and 'conformance' and ensuring the Board places sufficient focus on strategy and performance;
- Supporting effective Board and Committee performance appraisal;
- Building effective relationships (incl. with the Chairperson, Board, CEO and Executive);
- Ensuring timely and good quality information flows between the Executive and Board;
- Ensuring an efficient and effective Board and Committee system;
- Participants will be invited to raise any other matters for discussion with their peers.

## GUEST SPEAKER PROFILE



Sarah McLaughlin was appointed AIB Group Company Secretary in November 2016, having joined AIB in 2004. AIB Group plc, is listed on the Irish and London stock exchanges. The structure of the Group means that Sarah is responsible for advising the Board and Executive on, and ensuring compliance with, Irish, UK and EU corporate governance obligations and the Stock Exchange listing rules, along with market abuse regulation and company law more generally.



Liam O' Riordan joined Ervia (formerly Bord Gais Eireann) in 2000 and was appointed Company Secretary in 2007. He is also the Company Secretary of Irish Water and Gas Networks Ireland. He holds a professional accounting qualification having trained with EY where he held a number of senior positions.

### Time & Location

This workshop will take place on Thursday 6 September 2018 at the IPA, 57-61 Lansdowne Road, Dublin 4.

Registration from 12.15 - the round table will commence at 12.30pm and conclude by 2.30pm. Lunch will be served during the event.

### Bookings

Members of the Governance Forum are invited to send **one** nomination (the Board Secretary) to the Round Table. Please confirm your attendance in advance to Jane Greer by email ([jgreer@ipa.ie](mailto:jgreer@ipa.ie))