



Company Secretary Masterclass

Workshop on **Writing Minutes**

Resource Person

Akhter Matin Chaudhury FCS FCA



Institute of Chartered Secretaries of Bangladesh

A Statutory Body Under an Act of Parliament



Programme Details

COMPANY SECRETARY MASTERCLASS

Workshop on Minutes Writing (advanced minutes writing procedure)

- A high-standard workshop under the branding of “**Company Secretary Masterclass**”
- Various relevant topics which will enhance leadership of a Company Secretary and the Chartered Secretary Profession.

WORKSHOP INTRODUCTION

A company secretary is responsible for ensuring that an accurate record is kept of essential discussions and decisions taken at company meetings. This is achieved through professionally written minutes and is an integral part of good corporate governance. Company secretaries frequently find themselves called upon to take meeting minutes with little guidance on how they are expected to produce an accurate record of what transpired at these meetings. Writing minutes can be a daunting task. Minutes are a record of essential discussions and decisions taken at meetings and serve as prima facie evidence. A good set of minutes will protect a company from allegations of negligence and abuse of power, as the records will show decisions were taken in an accountable and transparent manner.

WORKSHOP OBJECTIVES

This minutes-writing workshop is an advanced training event for company secretaries and will provide practical guidance on how to overcome most problems faced by minute takers and acquire accurate minute-taking skills. Participants will learn how to overcome the most common problems faced by minute takers and will develop a toolkit of personal skills to raise their confidence in writing accurate minutes. This is a highly interactive workshop in which participants will learn about the best practices in minute writing for company board meetings and general meetings of shareholders and also participate in a case study-based exercise, especially on the minutes of board and shareholder meetings of a company. This workshop will enable a company secretary to enhance their knowledge of professional minute writing skills.

Md. Azizur Rahman FCS
Senior Vice- President, ICSB
Programme Champion

WORKSHOP CONTENTS

- Purpose, importance and use of minutes
- Difference between Minutes and Proceedings
- Confirmation of Minutes
- Meeting resolutions and decisions
- Special rules of grammar and language for minutes
- Preparation for taking minutes
- Useful terminology and how to use it
- Minutes presentations
- What minutes should include and what should be left out
- Tasks of the effective minute taker
- The role of the chairperson and how to work with him
- Effective listening – listen well to write well
- Tips and tricks for note-taking
- Problems of the minute-taker
- Types of minutes
- Note taking skills
- Minute-taker's checklist
- Paragraphing and sentence structure
- Importance of speed in minutes writing
- Case Study Exercise- Minutes taking in practice, an interactive exercise



Workshop date & Venue:

Date: 22nd January 2022

Time: 3pm - 6pm

Venue: **Sheraton Dhaka** (Churain at Level 11)
44 Kemal Ataturk Avenue, Banani, Dhaka-1213, Bangladesh

Workshop Designed for:

ICSB Members, especially Company Secretaries of Public Listed Companies

Programme Champion:

Md. Azizur Rahman FCS
Senior Vice-President of ICSB
Head of Public Affairs & Company Secretary of BATB
CEO of Prerona Foundation
Director General of Intellectual Property Association of Bangladesh
Joint Secretary of Bangladesh Accounting Association
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Contact:

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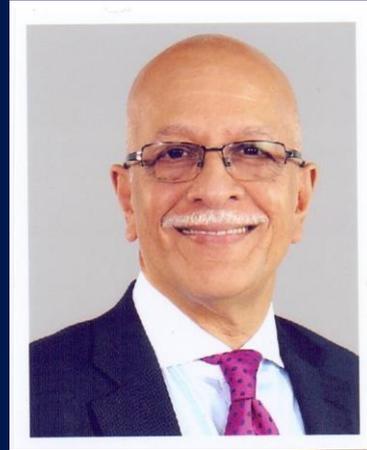
- Please note that in view of limited seats, only the first 25 applicants would be accepted for this workshop.
- Workshop fees will be applicable.



About Resource Person

Mr. Akhter M Chaudhury FCS FCA

A Corporate Governance Specialist



Akhter Matin Chaudhury FCS FCA is a Fellow of the Institute of Chartered Secretaries of Bangladesh, a Fellow and Life Member of the Institute of Chartered Accountants in England & Wales and a Fellow of the Institute of Chartered Accountants of Bangladesh.

Mr. Chaudhury qualified as a Chartered Accountant in 1976 in the United Kingdom and returned to Bangladesh in 1987 to join **BOC Bangladesh Ltd.**, where he served in various capacities, including General Manager (Finance) & Company Secretary and finally as a Board Director. He left **BOC** in 1998 to co-found **Eshna Consulting Team Ltd.**, of which he was Managing Director till 2000. **Akhter Chaudhury** was Chairman & Managing Director of **Nuvista Pharma Ltd.**, formerly, Organon (Bangladesh) Ltd., until his retirement in 2018.

At present, **Mr. Chaudhury** is **Principal Consultant** of **Black Swan Consultancy**. **Other credentials:**

- Chairman, **Bangladesh Youth Leadership Centre**
- Independent Director, **United Commercial Bank Ltd.**
- Nominated Director, **Ispahani Tea Ltd.**
- Council Member, **Institute of Chartered Secretaries of Bangladesh**