



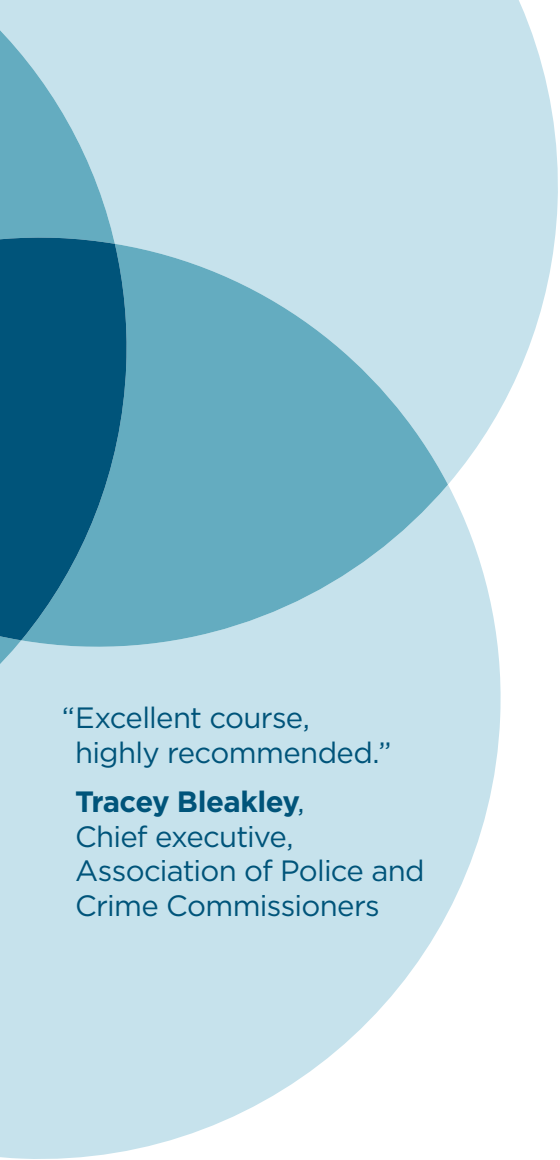
**ACADEMY**

WHERE DIRECTORS ARE MADE

# Role of the Chair

One day course





“Excellent course,  
highly recommended.”

**Tracey Bleakley,**  
Chief executive,  
Association of Police and  
Crime Commissioners

## Course overview

The chair has a critical influence on a board’s style, composition, balance and performance.

This one-day course provides an opportunity to review the chair’s role in light of current legal requirements and good practice.

### Learning objectives

- Appreciate the board’s role, purpose and key tasks
- Define the role and responsibilities of the chair in successfully leading and chairing a board
- Assess key director relationships to compose and develop a more effective board
- Make proper use of both executive and non-executive directors
- Plan and run effective board meetings
- Understand the skills and personal qualities most likely to help achieve competence in the role

# Course content

## 1 What is the board for?

- Tasks of the board
- The principle duties
- Fiduciary duties
- The duties of the company secretary
- The chair's responsibilities
- Relations with stakeholders
- Induction of non-executive directors
- Composing and developing the board
- Directors' personal qualities

## 2 Leading the board

- The effective board
- Board committees
- Strengthening board relationships

## 3 Commenting

- Presenting
- Media interviews

## 4 The art of conducting meetings

- Planning and managing board meetings
- The agenda
- Effective chairing

## 5 Assessing performance

- Raising standards of board effectiveness
- Attributes of the successful chair
- Planning and managing the board's business
- Principle areas of board effectiveness
- Reviewing board performance

## Key benefits for you and your organisation

This course provides an opportunity to review your role and update yourself on current good practice. Gain an improved understanding of the various roles which a chair has to perform and your influence on composing and developing a better board, with an update on good boardroom practice and corporate governance.



### Course leader

#### Janhavi Dadarkar

#### Business experience:

Janhavi Dadarkar has over a decade of experience in advising companies, directors

and enterprising individuals on company law, corporate governance and intellectual property protection.

**Credentials:** Janhavi spent many years in well known international city law firms as a corporate and media lawyer. She now focuses on facilitating business and philanthropic aspirations through her roles on advisory boards as a non-executive, an in-house general counsel or a trustee.

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**Develop a bespoke in-company programme for your organisation. Contact us today.**

**E: [developing@iod.com](mailto:developing@iod.com)**

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## Director Competency Framework

Discover a set of competencies and actionable standards that will enable you to assess your strengths, improve performance and plan your development.

**[iod.com/competency-framework](http://iod.com/competency-framework)**



## How to register

T: +44 (0)20 7766 2601

E: [development@iod.com](mailto:development@iod.com)

W: [iod.com/opencourses](http://iod.com/opencourses)

### What's included

- Networking lunch and refreshments
- Course material and case studies
- ecoDa: Corporate Governance Guidance and Principles for Unlisted Companies
- 7 certified CPD hours

## **Raising the bar**

Be part of an innovative learning experience that is setting the standard for directors and business leaders everywhere. The Academy exists to help you become a confident and skilled director with the power to shape your future and drive society forward, whatever your background or industry.

Learn the craft of leadership from experienced business professionals whose talent and ability has been proven in the marketplace, with practical insights that academic study can never match. Your fellow learners are all leaders too, so you'll grow your network alongside the business world's top performers.

Whatever stage you've reached in your career, you can expand your business knowledge, perfect your skills and develop the mind-set of a true leader with personalised learning — all focused around the Director Competency Framework.

Contact us for a personalised, independent development review for yourself or your board.

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