

# CERTIFICATE IN THE WORK OF THE BOARD OF DIRECTORS

The course is given in cooperation with StyrelseAkademien – a non-profit organisation that promotes an improved board work standard in Swedish companies.

## STYRELSEAKADEMIEN

Boards of directors come in many forms - in private and public limited companies, companies in the public sector, non-profit and economic associations, and in co-operatives, to name a few. All the members of the board have the same responsibility to ensure that their activities are properly administered.

This course gives you both the basics and the more advanced skills for general board activities, and association meetings and the annual general meeting. There are always risks that must be addressed. During a business's start-up phase the board is expected to contribute to a swift and safe growth, in order to understand the logic of their particular line of business, and thereby be able to make the right strategic moves at a later stage.

Special attention is needed during times of ownership changes and when new generations arise within the organisation. The course guides you through all the essential parts of the work the board does and the functions of the various corporate bodies, which are often combined in smaller businesses. The course also examines the laws and regulations that are in force. You will learn more about the governing documents that exist. We focus on a number of difficult topics, such as how the board should be staffed and remunerated; how the board is evaluated; how the risk of personal responsibility is reduced, and what the ethical and moral responsibilities imply. The planning, implementation and follow-up of meetings are also covered in the course.

### COURSE CONTENTS

- ▶ General information on board activities, laws and regulations, and rules of professional ethics.
- ▶ The corporate bodies and their functions
- ▶ Board member nominations and remuneration
- ▶ The board's strategic tasks
- ▶ The board's monitoring tasks
- ▶ The board's managerial tasks
- ▶ Board meeting formalities
- ▶ Financial analysis and ratios
- ▶ Company formalities
- ▶ The role of the board and its composition
- ▶ Situation adjusted board activities
- ▶ Board appraisals
- ▶ Accountability and risk management

### SCOPE

The course comprises 10 teaching sessions, 16.00-19.00.

### CERTIFICATES

Course completion, with at least 70% attendance and a sufficient academic effort, grants FEI's Certificate in the Work of the Board of Directors

### FEES

FÖRETAGS  
EKONOMISKA

INSTITUTET

'88'

*fei.se*

COURSE DATES

Go to [www.fei.se](http://www.fei.se)

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