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This essential resource combines the authoritative 'Corporate Secretary's Answer Book, Second Edition,' offering comprehensive guidance on roles and responsibilities, with the practical 'Corporate Secretary's Book Of Agreements, Correspondence, Forms And Resolutions,' providing ready-to-use templates and examples to streamline daily operations and ensure compliance in corporate governance.

Students can use these lecture notes to reinforce classroom learning or self-study.

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How Many Board Meetings We Should Have each Year

Good Chair of the Meeting

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