

## **BOARD SECRETARIES TRAINING PROGRAM – (In-Person)**

برنامج أمين سر مجلس الإدارة



**Program Dates**

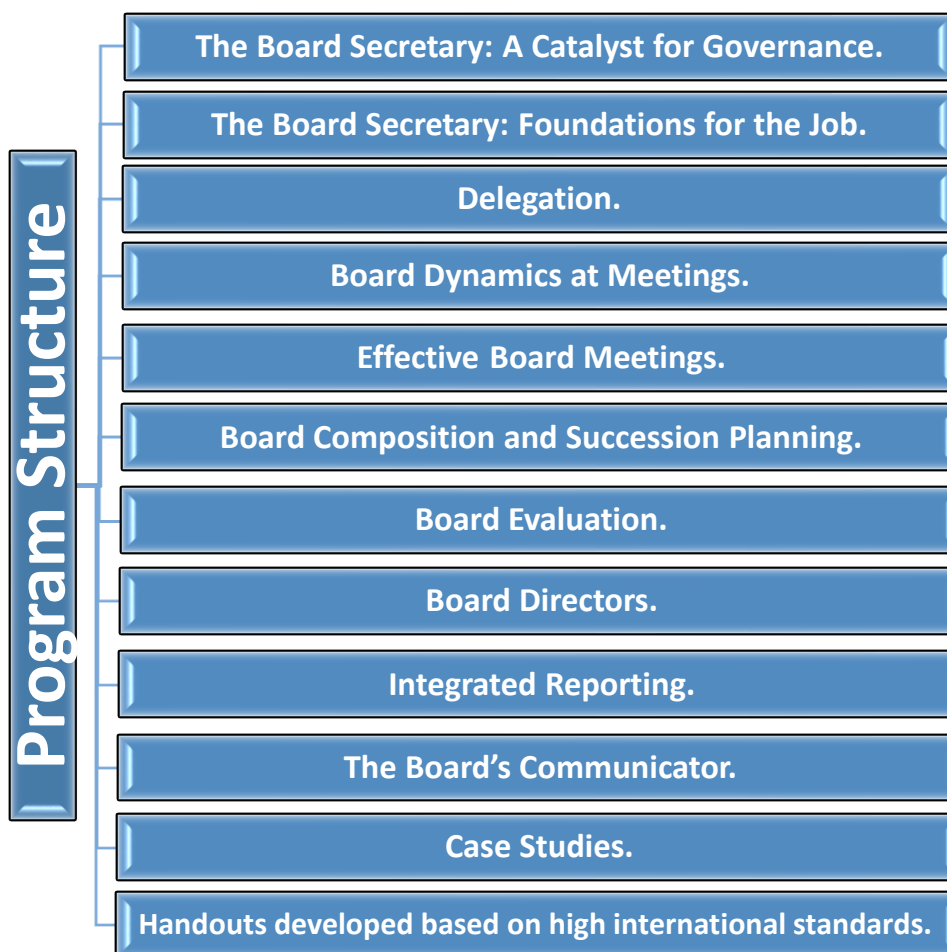
**June 30 and July 1-3, 2025**

Dear All:

Jordan Institute of Directors ("JIoD"<sup>TM</sup>) is pleased to invite you to our **"BOARD SECRETARIES TRAINING PROGRAM"** that is composed of **four** days comprehensive workshop. The program will take place on **June 30 and July 1-3, 2025**. Each training day has 7 training hours from 9:30 am to 4:30 pm.

## PROGRAM OVERVIEW

This program examines the responsibilities and purposes of the Board Secretary's office and for the veteran secretary seeking to brush up and update their knowledge.



## WHO SHOULD ATTEND?

This program is designed for the existing and potential Board Secretaries “*Board of Directors Secretary*”, CG officers of listed and non-listed companies from public and private sector, family-owned business and banks.

## PROGRAM SPEAKERS

### Maali Khader



Maali Khader, Executive Director and Founder of JIoD. Taking a hands-on approach to the business and playing an active role in the development of strategic solutions for clients. Maali is a lawyer by profession, and her extensive experience with regional and international legal frameworks is a tremendous asset in advising on, developing and implementing Corporate Governance and Corporate Social Responsibility principles and frameworks.

Maali works with clients to establish their CG structures and codes in adherence to legal requirements, assess CG frameworks including the nomination and remuneration of directors and their performance evaluation, and structure proactive communication channels between the board of directors, management and relevant stakeholders. She has also drafted and implemented internal policies and byelaws of various sized corporations around the world and assisted in corporate restructuring and privatization.

### Oraib Qubbaj



Oraib is a certified International Professional Trainer and Certified Board Director with more than 25 years of experience in different development fields and a degree in Business Studies.

She has experience in training board members, senior management members and board secretaries, demonstrating adaptability in both corporate and non-profit organizations. Her experience extended to Public and Corporate governance training, assessing and developing corporate governance improvement programs for companies, advising and recommending CG implementation plans, in addition to supporting the implementation of CG improvement plans and policies. Working with family-owned businesses, small & medium enterprises and public sector institutions.

Oraib has a long experience in the development field in Jordan and the MENA region. For more than twenty years, she held senior managerial positions at International non-profit organizations in Jordan and the Near East region.

Throughout her extensive career, she has managed a varied portfolio with a specific focus on Corporate Governance, Family-owned business governance, family governance, Corporate Governance for SMEs, Corporate Governance assessment, Corporate Secretary, Control Environment, Corporate Social Responsibility, Local Development Strategies and policies Assessment, Gender studies, Anti-corruption and Integrity, Rule of Law, Policy Dialogue, and Policy Reform.

### Aliaa Soliman

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Dr. Dr Aliaa Soliman is the managing partner of AIT Consulting, an Egyptian management consulting firm offering a wide range of managerial and financial advisory services to local and international institutions in areas related to strategy development, corporate governance, and management advisory services .

Dr Soliman is a member of the Egyptian National Advisory Board for Governance and Sustainable Development and member of the board of Trustees of the National Institute of Governance & Sustainable Development (NIGSD), the training arm of the Ministry of Planning and Economic Development .

Dr Soliman has been recently selected as Member of the External Committee on the Development of the African Peer Review Mechanism (APRM) Governance Index, an activity of the African Union .

She is also a Non-Executive Board Member and chairperson of the Governance Committee in Export Development Bank of Egypt (EBank). In addition, she is also a Non-Executive Board Member in Suez Canal Company for Technology Settling, one of the companies owned by Misr Life insurance Company and a member of the Board of Trustees of the 6Th of October University .

Dr. Soliman has also been a non- Executive Board member in The Egyptian General Company For Tourism & Hotels, E.G.O.T.H until March 2024, when she was selected as a non- Executive Board member for the Holding Company for Tourism and Hotels (HOTAC).

Aliaa started her professional career as a banker in Misr International Bank, MIBank, where she spent over 10 years. She then joined AIT Consulting as a partner where she participated and managed projects in areas related to Cooperate Governance, MSME Finance and development. She cooperated with numerous developmental agencies including but not limited to the World Bank Group, KfW, GIZ, the EU, the AfDB, USAID and EBRD as well as the Egyptian Ministries of Finance, Planning, Environment and Trade & Industry.

Aliaa Soliman has earned both her B.A. in Political Science & Economics and M.P.A. in Public Administration from the American University in Cairo, and her Doctoral Degree on the subject of "Efficiency of SME finance through the Egyptian Banking sector" from Maastricht University, The Netherlands. She has undergone several international training programs in areas of Corporate Governance, Women on Boards & Business Leadership and MSME Finance and Development. She has recently successfully completed the Leadership Academy Development Program (LAD) offered by Stanford University in cooperation with CIPE.

## INVESTMENT

Original Cost: **1,200\*** JD per person

*\* 10% discount (program cost will be 1,080 JD) through the Early Bird registration no later than **June 12, 2025**.*

*16% sales tax will be added to the values above. يضاف 16% ضريبة مبيعات على المبالغ المذكورة أعلاه.*

**Payment must be made in one installment and in advance "prior to the training dates."**

## REGISTRATION

**Deadline date for registration: *June 24, 2025*.**

## CANCELATION POLICY

Upon registration, JIoD will issue an invoice. Once an invoice is issued, a registrant may cancel subject to the below:

- a) 100% of the registration fees will be refunded if cancellation occurs more than 15 days before the training dates.
- b) 50% of the registration fees will be refunded if cancellation occurs more than 6 days before the training dates.
- c) No registration fees will be refunded if cancellation is received less than 6 days before the training dates.

Please complete and return the attached form. This form is considered as confirmation of your registration.

REGISTRATION FORM FOR THE BOARD SECRETARIES PROGRAM  
JUNE 30 AND JULY 1-3, 2025

**Personal Details:**

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Job Title \_\_\_\_\_ Organization Name \_\_\_\_\_

Office No. + \_\_\_\_\_ Mobile No. + \_\_\_\_\_

Email Address \_\_\_\_\_

Social Media LinkedIn: \_\_\_\_\_

Twitter: \_\_\_\_\_

How did you hear about this program?

\_\_\_\_\_

**Method of payment:**

\_\_\_ Cash \_\_\_ Cheque

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Would you like to suggest this workshop to other people? Yes \_\_\_ No \_\_\_

If yes, can you please provide us with some names and their contacts?

\_\_\_\_\_

\* Please return this registration form upon completion either:

- By email to [Oraib@JIoD.org](mailto:Oraib@JIoD.org) or [Shatha@JIoD.org](mailto:Shatha@JIoD.org)
- By WhatsApp on +962 77 6149186

For more information, please contact us at the above emails or Phone: +962 6 5866448.