

## 407 Inform and facilitate corporate decision-making

### Summary

Promote effective corporate governance by presenting information and advice to decision-makers.

You will apply the following skills:

- Researching
- Analysing
- Prioritising
- Evaluating
- Negotiating
- Problem solving
- Communicating
- Reporting

### Performance Indicators

You will:

#### Promote and facilitate effective corporate governance

1. Identify corporate governance responsibilities and make sure these are understood by relevant people in the organisation
2. Provide information and advice to support effective decision-making
3. Record and communicate decisions made by the corporate governance body
4. Ensure that the organisation's corporate governance and decisions conform to legal, regulatory, organisational and ethical requirements

#### Advise corporate decision-makers on the organisation's ethical and social responsibilities

5. Identify the organisation's ethical and social responsibilities
6. Evaluate the implications of ethical and social responsibilities and communicate relevant ethical and social standards to corporate decision-makers
7. Make sure the organisation's policies, procedures and decisions reflect ethical and social responsibilities

### Knowledge

You will know:

1. The scope and purpose of the governance systems and procedures
2. The roles and responsibilities of all parties concerned with corporate governance
3. Ways of presenting information to promote debate and inform decisions
4. The conduct of meetings and events associated with governance
5. The methods of recording corporate objectives and governance systems
6. The methods of recording and communicating corporate information and decisions
7. The legal and regulatory requirements, and ethical responsibilities relating to corporate governance
8. The consequences of non-compliance with legal and regulatory requirements relating to corporate governance
9. The methods of handling sensitive information
10. The relevant codes of practice
11. The sources of information and networks relating to contemporary ethical and social responsibilities
12. The methods of recording and disseminating corporate information and decisions
13. Your organisation's mission statement and objectives, corporate strategies and policies
14. The legal and regulatory requirements, and your own ethical responsibilities relating to the organisation's ethical and social responsibilities
15. The consequences of non-compliance with legal and regulatory requirements relating to the organisation's ethical and social responsibilities