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COURSE BROCHURE

# Board Technology Oversight and Electronic Meetings Training Course

17 – 21 May 2027
New York

# Board Technology Oversight and Electronic Meetings Training Course

**Ref:** 3089_117373 **Date:** 17 – 21 May 2027 **Location:** New York **Fees:** 7900 GBP

Board Technology Oversight and Electronic Meetings is a 1-week training course for board members, company secretaries and governance officers who approve technology spending, question data and disclosure risks and run board business through virtual meetings and electronic votes, and it ends with a board technology oversight protocol. Shareholders, investors and the public now judge directors on how well they steer technology choices. Jupiter Prime Training offers this course for boardroom leaders.

## Why Board Technology Oversight Matters Now

Three forces drive board technology oversight today: technology now takes a growing share of capital budgets, shareholders expect to attend and vote remotely, and a single online post can move a company's reputation within hours. Sharp board questions protect value and trust; neglect risks stranded projects and contested resolutions. The course rests on recognised principles of board accountability, the separation of oversight from execution and the duty of directors to act on adequate information.

## Who Gains Most from Board Technology Oversight

- Directors approving technology investment cases and holding executives to account for outcomes
- Committee chairs setting the remit of a technology or digital committee
- Company secretaries running virtual meetings, board portals and electronic resolutions
- Governance officers maintaining director skills matrices and induction packs
- Board advisers shaping disclosures on data, platforms and online stakeholder communication

Boards gain most when a director, the company secretary and a governance officer attend together.

## Board Technology Oversight Capabilities

Participants practise asking the questions that turn a technology proposal into a decision the board can defend.

- Assess technology investment proposals against strategy, payback and exit options — board approval
- Design a technology committee charter with clear escalation thresholds — nomination and governance committee
- Build a director skills matrix that shows technology and data gaps — board renewal
- Specify rules for virtual meetings, quorum and electronic voting — company secretary and shareholders
- Test the board pack for data, privacy and platform risk content — audit and risk committee

- Communicate the board's stance on online reputation incidents — investors and the public

## Key Board Technology Oversight Terms

- Technology committee — A board committee that examines major technology investments, risks and capabilities before they reach the full board.
- Skills matrix — A grid showing each director's expertise against the competences the board needs, used to plan renewal.
- Board portal — A secure application through which directors receive papers, annotate them and record approvals.
- Electronic voting — Casting shareholder or board votes through a verified online channel instead of in a room.
- Hybrid meeting — A meeting where some participants attend in person and others join through a live remote link.
- Digital disclosure — Information a company publishes about its technology, data practices and online risks for investors.

## Board Technology Oversight Day by Day

## Day 1: Technology on the Board Agenda

- Oversight Versus Execution Boundary — Deciding Which Technology Matters Reach the Board
- Technology Spending Trends in Annual Budgets — Framing Capital Allocation Questions
- Stakeholder Map of Investors, Customers and Regulators — Weighing Competing Technology Expectations
- Board Agenda Calendar for Technology Items — Spacing Strategy, Risk and Review Sessions
- Director Duty to Be Adequately Informed — Testing the Quality of Technology Papers

## Day 2: Committees, Skills and Investment Cases

- Technology Committee Charter Drafting — Setting Remit, Membership and Escalation Thresholds
- Director Skills Matrix and Gap Map — Planning Recruitment and Advisory Support
- Technology Investment Case Challenge Questions — Probing Payback, Dependency and Exit Routes
- Post-Investment Review Schedule — Holding Executives to Promised Benefits
- External Adviser Use by the Board — Avoiding Reliance on Vendor Opinions

## Day 3: Data, Disclosure and Online Reputation

- Data Risk Questions for the Board Pack — Probing Privacy, Retention and Third-Party Access
- Digital Disclosure Review in Annual Reports — Balancing Transparency and Commercial Sensitivity
- Online Reputation Incident Playbook — Agreeing Board Versus Management Response Roles
- Social Media Monitoring Reports — Spotting Early Signals of Stakeholder Concern
- Investor Communication on Technology Strategy — Keeping Messages Consistent Across Channels

## Day 4: Virtual Meetings and Electronic Voting

- Articles and Bylaws Review for Remote Attendance — Confirming Valid Quorum and Notice
- Board Portal Security and Access Rights — Protecting Confidential Papers
- Electronic Voting Verification and Audit Trail — Preventing Disputed Resolutions
- Hybrid General Meeting Running Order — Giving Remote Shareholders Equal Voice
- Minutes and Written Resolutions in Digital Form — Keeping Records Legally Sound

## Day 5: Practising the Board Technology Oversight Protocol

- Investment Case Challenge on a Retail Platform Upgrade — Applying Day 2 Questions
- Reputation Incident Simulation for a Logistics Company — Applying Day 3 Roles
- Mock Hybrid Board Meeting With Electronic Vote — Applying Day 4 Rules
- Skills Matrix Update for a Sample Board — Deciding Next Recruitment Priority
- Board Technology Oversight Protocol — Final Draft for Chair Approval

## Applying Board Technology Oversight After the Course

- Lead a refresh of the director skills matrix.
- Run a dry-run of the next virtual board meeting against the electronic voting and quorum checklist.

## Board Technology Oversight Questions FAQ

### What is board technology oversight and why does it matter now?

Board technology oversight is how directors question, approve and monitor technology investments, data risks and digital disclosures. It matters now because technology spending is rising and remote meetings have become routine board practice.

### Which roles gain most from board technology oversight and electronic meetings training?

Directors, committee chairs, company secretaries and governance officers gain most. Each shapes a different part of how the board receives technology information and records its decisions.

## How does board technology oversight differ from a digital transformation leadership course?

It focuses on the board's questioning and approval role rather than on leading change inside the organisation. A transformation course equips executives to deliver projects, while this subject equips directors to challenge them and run electronic meetings properly.

## What will you bring back from board technology oversight training?

You bring back a draft protocol for your board. It covers committee remit, investment questions, reputation incident roles and the rules for virtual meetings and electronic voting.

## Board Technology Oversight: The Way Forward

The board technology oversight protocol first informs the chair's decision on which technology items appear on the next board agenda. Directors, the company secretary and committee chairs use it to agree questions and meeting rules. After its first year, revisit whether the skills matrix still reflects the technologies that most affect the company's strategy.