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COURSE BROCHURE

Executive Accountability Framework and Board Portal Training Course

21 March – 1 April 2027
Online

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Registered in the United Kingdom and Saudi Arabia

Executive Accountability Framework and Board Portal Training Course

Ref: 682_25494 **Date:** 21 March – 1 April 2027 **Location:** Online **Fees:** 3200 GBP

Executive Accountability Framework and Board Portal is a 2-week advanced training course for executives, board secretaries and digital governance leads, who design an accountability blueprint backed by governance technology. Boards now expect every delegated decision to be traceable to a named owner, a recorded rationale and a follow-up action, and paper packs cannot show that trail. Jupiter Prime Training delivers this Executive Accountability Framework and Board Portal course.

Why Executive Accountability Framework and Board Portal Matters Now

Three forces shape this subject: directors who read papers on tablets and expect secure, searchable records; investors and auditors who ask who decided what, on which evidence; and executive teams spread across sites who need one view of open actions. Organisations that link decision rights to their board portal close actions faster and answer scrutiny with records rather than recollection; those that do not lose the thread between minutes and outcomes. The course draws on the Institute of Internal Auditors Three Lines Model IIA Three Lines, the COSO Enterprise Risk Management framework COSO ERM and ISO 37301 compliance management systems.

Who Gains Most from Executive Accountability Framework and Board Portal

- Executives who delegate authority and answer to the board for its use
- Company and board secretaries who run meeting cycles, minutes and resolutions
- Digital governance leads who select, configure and secure board portal platforms
- Heads of strategy offices who track executive commitments and decision follow-up
- Assurance leads who test whether decision records meet audit expectations

Secretariats that attend with the executive sponsor and the platform owner gain most, because they leave sharing one map of decision rights and one configuration plan.

Executive Accountability Framework and Board Portal Capabilities

Participants turn decision rights, delegated authority and board records into a traceable chain from resolution to result.

- Design a delegation of authority matrix linked to portal workflows — the board and its committees
- Build an accountability map naming owners for each executive commitment — the chief executive
- Specify a digital decision log structure with rationale and evidence fields — internal audit
- Assess board portal platforms against security, access and retention criteria — the information security officer
- Test a governance dashboard for action closure and escalation signals — the board chair
- Communicate accountability gaps with recommended fixes — the nominations and governance committee

Key Executive Accountability Framework and Board Portal Terms

- Board portal — A secure platform where directors receive papers, annotate, vote and access archived records of past meetings.
- Delegation of authority matrix — A table setting which decisions each executive level may take, with limits and escalation routes.
- Accountability map — A chart linking every executive commitment to one named owner, a deadline and the evidence of completion.
- Digital decision log — A structured record of each decision, its rationale, options considered, owner and follow-up action.
- Action tracker — The register of actions arising from minutes, showing status, owner and overdue items for the next meeting.
- Governance dashboard — A summary view showing directors open actions, decision timeliness and escalations against agreed thresholds.

Executive Accountability Framework and Board Portal Day by Day

Day 1: Accountability Pressures on Executives

- Stakeholder Scrutiny Map — Which Decisions Investors and Auditors Question
- Decision Rights Inventory — Where Authority Currently Sits Informally
- IIA Three Lines Model — Separating Executive Ownership from Oversight
- Board Paper Lifecycle Review — Where Records Lose Their Decision Trail
- Accountability Maturity Scale — Setting the Target State for the Board

Day 2: Designing Delegated Authority

- Delegation of Authority Matrix — Financial and Operational Approval Limits
- Reserved Matters Schedule — Decisions Only the Board May Take
- Sub-Delegation Rules — Preventing Authority Drift Below Executive Level
- Escalation Routes — When a Decision Moves to a Committee
- Authority Exception Register — Recording Approvals Outside Agreed Limits

Day 3: Mapping Executive Commitments

- Accountability Map Template — One Owner per Strategic Commitment
- RACI Charting for Executive Teams — Resolving Shared Ownership Disputes
- Commitment Evidence Standards — What Proves an Action Is Closed
- Executive Scorecard Linkage — Tying Commitments to Performance Reviews
- Individual Accountability Statements — Documenting Each Role's Prescribed Duties

Day 4: Board Portal Platform Selection

- Portal Requirements Catalogue — Director, Secretariat and Executive Needs
- Vendor Evaluation Scorecard — Weighing Security, Usability and Support
- Access Role Design — Who Sees Restricted and Confidential Papers
- Records Retention Settings — Archive Periods for Minutes and Resolutions
- Migration Plan from Paper Packs — Sequencing Committees onto the Platform

Day 5: Securing the Board Portal

- Information Classification Scheme — Labelling Board Papers by Sensitivity
- Multi-Factor Access Controls — Protecting Directors' Devices and Accounts
- Audit Trail Configuration — Proving Who Opened and Changed Documents
- Remote Wipe Procedures — Responding to Lost or Departing Director Devices
- Third-Party Hosting Assessment — Confirming Data Location and Backup Terms

Day 6: Digital Decision Logs

- Decision Log Field Design — Rationale, Options, Owner and Evidence
- Electronic Resolutions and Circular Voting — Recording Approvals Between Meetings
- Conflict of Interest Declarations — Capturing Recusals Within Each Decision
- Minute Drafting Standards — Linking Minutes to Logged Decisions
- Decision Retrospectives — Comparing Expected and Actual Outcomes

Day 7: Action Tracking and Follow-Up

- Action Tracker Configuration — Owners, Deadlines and Status Rules
- Overdue Action Escalation — Triggers for Chair and Committee Attention
- Matters Arising Review — Closing the Loop at Each Meeting
- Cross-Committee Action Handover — Avoiding Orphaned Follow-Up Items
- Evidence Attachment Rules — Closing Actions Only with Proof

Day 8: Governance Dashboards for Directors

- Dashboard Indicator Selection — Timeliness, Closure Rate and Escalations
- COSO ERM Linkage — Showing Decisions Against Risk Appetite
- Visual Design for Directors — Reading Status in Two Minutes
- Data Lineage Checks — Confirming Dashboard Figures Match Source Records
- Committee-Specific Views — Audit, Risk and Remuneration Perspectives

Day 9: Assurance over Accountability Records

- ISO 37301 Documented Information — Evidence Expectations for Decision Records
- Internal Audit Testing of Decision Logs — Sampling and Findings
- Board Evaluation Inputs — Using Portal Data in Effectiveness Reviews
- Platform Change Control — Approving Workflow and Template Changes
- Lessons from Sector Cases — Banking Boards and Healthcare Trusts

Day 10: Practising the Accountability Blueprint

- Delegation Matrix Applied to a Case Board — Testing Approval Limits
- Accountability Map and Decision Log Linked — Tracing One Resolution
- Portal and Dashboard Configuration Walkthrough — Peer Challenge
- Implementation Roadmap — Sequencing Committees, Training and Records Migration
- Accountability Blueprint Completion — Final Version for the Board Sponsor

Applying Executive Accountability Framework and Board Portal After the Course

- Run a decision rights inventory with the executive team and redraft the delegation of authority matrix for board approval
- Configure the decision log and action tracker for one committee and report closure rates on a governance dashboard

Executive Accountability Framework and Board Portal Questions FAQ

What is an Executive Accountability Framework and Board Portal approach, and why does it matter now?

It links decision rights, decision records and follow-up actions to the platform directors use. It matters now because investors and auditors ask who decided what and on which evidence, and a board portal configured around accountability answers that with records.

Which roles gain most from Executive Accountability Framework and Board Portal skills?

Executives who hold delegated authority, board secretaries who run meeting cycles and digital governance leads who manage the platform gain most. Assurance leads who test decision records also benefit, especially when attending alongside their secretariat.

How does the Executive Accountability Framework and Board Portal course differ from a general board governance course?

It focuses on the mechanics of accountability and the technology that records it. A general board governance course covers director duties and board composition; this one configures delegation matrices, decision logs, action trackers and dashboards on a portal.

What do you bring back from the Executive Accountability Framework and Board Portal course?

You bring back a completed accountability blueprint: a delegation matrix, an accountability map, decision log fields, portal security settings and dashboard indicators. It is ready for discussion with your board sponsor and platform owner.

Executive Accountability Framework and Board Portal: The Way Forward

The accountability blueprint first informs which decisions stay reserved to the board and which move to executives under recorded limits. Board secretaries use it to configure the portal, executives to confirm ownership, and assurance leads to plan testing. After its first full meeting cycle, revisit the dashboard indicators to check they show directors the escalations that matter.