

REVISED GSIS BOARD PROTOCOLS
OFFICE OF THE CORPORATE SECRETARY
31 MARCH 2016

The Corporate Secretary shall have the following functions and responsibilities:

1. Provide the Board with the proper advice and resources for discharging its fiduciary duty under the GSIS Charter, including the conduct of orientation programs for newly-appointed Trustees, within thirty (30) days from the Trustees' assumption to office;
2. Ensure that the Board's discussions, agreements, directives, and other actions are accurately documented;
3. Ensure that Resolutions to be approved and signed by the Trustees are in accordance with law and applicable government rules and regulations, contain the bases for the issuance thereof, and reflect the true intent of the Board;
4. Plan, organize, control, and set into operation the activities related to the conduct of meetings of the Board or Committees, and ensure the accurate and faithful preparation of the minutes, resolutions, or directives, in accordance with the agreements and intentions of the Board or of the Committee;
5. Undertake research into past Board/Committee Resolutions, policies, decisions, and directives and relate these to present matters under Board or Committee consideration;
6. Analyze and evaluate the impact and relevance of matters under Board or Committee consideration on existing Board policies and provide the individual Board members with such relevant and timely information that will guide them in their decisions and actions;
7. Record, document, and reproduce, in sufficient number, all proceedings of Board or Committee meetings and disseminate, in a timely manner, Board decisions or information relevant to those units concerned. In this regard, the Corporate Secretary clarifies with the Chairman of the Board or with the Committee Chair the