

The Company Secretary Masterclass

REGISTRATION

To participate in this programme, kindly complete the registration and send to:

Programme Manager
InterAfrica Group

Please make copies of this form for additional delegates

Title(Mr,Ms,Mrs, Dr,etc).....First Name.....

Surname.....Position/Job Title.....

Organisation.....

Address.....

City.....Postcode.....Country.....

Telephone.....Fax.....

Cell No.....e-mail.....

A receipt and joining instructions will be sent to you acknowledging registration details.

PARTICIPATION FEE: US\$1,995.00 per participant

This covers:

- Participation in the programme
- All documents, instruction and written materials
- Lunch & Refreshments

Hotel Accommodation

Fees do not include hotel accommodations, airline tickets etc. For assistance, kindly contact the programme director for a list of hotels.

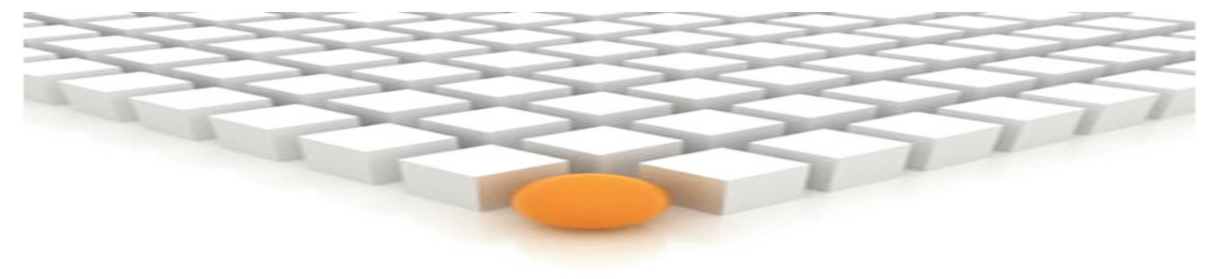
PAYMENT: By Bank Transfer

BANK DETAILS

Bank:	First National Bank
Branch:	Western Gauteng IBC
Address:	Cnr. Main Avenue & Republic Road, Randburg, 2194 Republic of South Africa
Account Number:	0158194
Branch Code:	201-219
Swift:	FIRNZAJJ
Account Name:	InterAfrica Consulting

For further information, kindly contact:

	Danny
Tel:	+27 76 378 7015
Fax:	+27 86 651 6993
e-mail:	programmes@interafricaconsulting.com



The Company Secretary Masterclass

Recent Changes & New Responsibilities

Dubai, UAE
17-21 March 2014

London, UK
7-11 April 2014



InterAfrica Group
Consulting • Research • Training • Conferences

B2DC
Board & Director Development Centre

OVERVIEW

Company Secretaries, by virtue of their function, carry a heavy burden of duties, obligations and responsibilities. In addition, there is an ever increasing influence of law and regulation in the process of managing organisations, some of it pointed at the Secretaries themselves.

The manner in which they carry out their duties is ever more closely under scrutiny, which makes it essential that they equip themselves as fully as possible.

The company secretary must ensure that legislation is not infringed, that regulations are adhered to, that compliance is full and up-to-date at all times and that areas of potential risks are identified and dealt with. This is all in addition to running a smoothly operating structure that looks after its directors, staff and stakeholders.

This programme has been specifically designed to provide a focused overview of what lies behind the Company Secretary's busy working schedule. The programme also offers tips on how to avoid the common pitfalls which add worry and anxiety to this highly responsible position.

Delegates will finish the course with the knowledge and skills to develop a tailored approach to their own organisational situation, and insights into how they can support their board on its strategic journey.

By attending this programme, participants will be equipped to:

- Ensure the quality and currency of information and advice to directors and the board
- Better draft director's and key executive service contracts especially in regard to new laws affecting organisations and business as a whole
- develop best practice in managing their organisation's and officers risk
- Improve standards in the organisation of board and stakeholder meetings
- Gain an update on all aspects of corporate governance
- Minimise their organisation's liabilities and strengthening its stability

Who should attend:

- Company Secretaries including those who hold designate positions
- Executives responsible for company secretary duties,
- Financial directors or controllers,
- In-house lawyers and
- Professional advisers

Programme fees: US\$1,995.00 per participant

The programme fee covers tuition, course materials and lunch on training days. It does not include travel, accommodation and other incidentals. No registration will be confirmed without payment.

The programme is delivered by people who are not only skilled facilitators, but who have also worked at Board level within organisations ranging from multinational corporates and SMEs, to all sizes of public sector organisations and not-for-profit bodies.

PROGRAMME THEMES

- **THE CHANGING ROLE OF THE COMPANY SECRETARY:** Achieving best practice & understanding the changing profile of company secretaries
- **THE BOARD, THE ORGANISATION & ITS STAKEHOLDERS**
- **THE SECRETARY AND THE BOARD :** Recognising board dynamics
- **DEVELOPING BOARD DOCUMENTS**
 - -Board Plan
 - -Board Charter
 - -Board Manual
- **GOVERNANCE, RISK & COMPLIANCE**
- **FACILITATING THE BOARD'S EFFICIENCY & EFFECTIVENESS**
- **MONITORING THE ROLE, DUTIES AND LIABILITY OF THE DIRECTORS**
- **DECISION MAKING AND MANAGING AGMS, EGMS AND BOARD MEETINGS – Best Practice Techniques**
- **REPORTING THE CORPORATE SCENE AND REGULATORY INSPECTIONS**
- **MONITORING CORPORATE GOVERNANCE, COMPLIANCE, STRATEGY, RISKS AND DISCLOSURE**



The Centre is focused on sustained improvement in director and board effectiveness and governance quality and on avoiding or mitigating a crisis of confidence in executive directors, boards of directors and CEOs. Our mission is to serve as the catalyst for enhancing director and board effectiveness and governance quality

It combines the international experience and expertise of our associates with proven benchmarks, processes and personal profiling to help our clients raise their game, improving corporate governance and enabling directors guide their organisations to continuously improved performance.

About InterAfrica Group

The InterAfrica Group specializes in helping private and public sector organisations measurably improve individual and organizational performance. Our comprehensive approach to helping organisations achieve results integrates consulting, research, strategic communication and affiliate capabilities with training and conferences to help you identify, address and measure all of the influences within your organisation that impact your success.

Our vision is to motivate people to deliver great service and achieve great results through organisational effectiveness and corporate culture. Our goal is to help you develop employees at all levels who demonstrate accountability and responsibility, and have an unequalled proficiency in working together to achieve organisational goals and objectives.