



CORPORATE SECRETARIAL ROLE AND BEST PRACTICES

Monday 26th – Tuesday 27th October 2009 – Port of Spain, Trinidad

Introduction

The role of Company Secretary is an increasingly important management function in light of a continually evolving governance landscape. While the basic duties of the Company Secretary can be easily defined, achieving success supporting directors and balancing dual accountabilities to the board and management make it a complex role demanding a unique set of skills and experience.

Seminar Objective

Participants will have the opportunity to gain critical boardroom insights from a skilled facilitator and experienced Corporate Secretary and to interact with peers about addressing the challenges of this function. The focus will be on equipping those supporting boards of directors as secretary with a better understanding of this critical management role and the skills and abilities to contribute to the success of the board and improved corporate governance.

Target

Participants will include new Company Secretaries of public listed companies and/ or organizations accountable to a wide stakeholder group such as regulated companies, financial institutions, NGO's, governmental agencies and corporations and professional associations. More experienced Secretaries who require practical tools and approached will also find this seminar invaluable. Participants may include:

- Senior Managers who support their organization's board as Company Secretaries
- Professionals who function as Company Secretaries
- Qualified/ Chartered Secretaries
- Executive Assistants who provide administrative support to their organization's Board of Directors