

# PROFESSIONALLY ACCREDITED CORPORATE SECRETARY (PACS) DESIGNATION, FALL 2019



 **GovStrat**<sup>®</sup>  
Always the first and best in everything we do<sup>®</sup>

THE PRE-EMINENT AND ONLY CARIBBEAN-BASED PROVIDER OF  
ACCREDITED CORPORATE GOVERNANCE LEARNING INTERVENTIONS SINCE 2003.

## COME LEARN, NETWORK AND GROW!

8:00am-4:30 pm each day

COUNTRY	DATE	VENUE	COST (US\$)
Jamaica	Monday –Wednesday November 4-6	Jamaica Pegasus	2,250 +GCT, if applicable
Trinidad & Tobago	Mon-Wednesday, November 11-13	Courtyard Marriott POS	2,500.00
Antigua and Barbuda	Mon-Wednesday, November 18-20	Trade Winds Hotel, Dickenson Bay	1,950.00

### CONTACT INFORMATION

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Register online at: [www.corporategovernanceadvisors.com/registration/](http://www.corporategovernanceadvisors.com/registration/)  
<https://www.facebook.com/GovStrat-Limited>

**Registration deadline is 10 working days before the event.**

## **GOVSTRAT STATEMENT OF QUALITY ASSURANCE** **WHAT SEPARATES OUR SERVICES FROM THAT OF OTHERS**

Learners at each of our workshops will benefit from the knowledge and expertise of leading international, regional and local corporate secretarial expert practitioners, board governance facilitators and leading academicians. Our Learning Facilitators/Consultants have in-depth knowledge and working experiences (in excess 100 years cumulatively) across the Caribbean and on Four (4) Continents while having obtained specialised and world-class education and training. They bring local governance case studies, critical references and case laws to bear while comparing these with “best-in-class” global practices. At GovStrat, we do not apply “one size” governance model to fit all. We believe each Organisation and Leader (in the public or private sector) is unique and requires specialised attention whether through our public/advertised or bespoke learning and consulting interventions. GovStrat has the experience of training more than 6000 Directors, Senior Managers and Government Ministers in more than twenty countries.

### **WHY THIS LEARNING INTERVENTION FOR CORPORATE SECRETARIES?**

The general objective of this learning and networking experience is to provide aspiring, junior and in-experienced and more seasoned Corporate Secretaries and members of their teams with insights into current and emerging insights on various developments in the profession. Therefore, the specific aim of this learning and networking experience is to ensure Corporate Secretaries and their team members are fully briefed, develop the essential knowledge and skills required for their job, and to ensure that Board practices are effective and are benchmarked against international Best Practices.

### **WHO WILL ATTEND?**

- Appointed and aspiring Corporate Secretaries and members of their teams
- Anyone involved in companies’ law enforcement and compliance
- Corporate Registrars, Portfolio Managers, Corporate Secretarial, Legal and Administrative Assistants
- CEOs and Chairmen who are desirous of improving their delegation to and working relationship with Corporate Secretaries and their teams
- Students pursuing the Chartered Secretary qualifying exams
- Anyone seeking a better understanding of the growing international importance of the role of the Corporate Secretary and has responsibility for corporate governance practices and interacting with the Board.

**We offer customised/bespoke learning intervention in all our courses.**

## CORE THEMES

- The scope, role and functions of the Corporate Secretary.
- The laws, regulations and Corporate Governance best practices relating to corporate secretarial practices.
- Critical and emerging Corporate Governance issues relevant in the day-to-day work of the Corporate Secretary.
- Corporate secretarial opportunities and challenges

## AT THE CONCLUSION OF THE WORKSHOP PARTICIPANTS WILL BE ABLE TO:

- understand the scope, role and functions of the Corporate Secretary and apply them within their own organization;
- understand the laws, regulations and corporate governance best practices relating to Board secretarial practices with particular reference to recent international developments and apply them within their own organization to ensure compliance;
- recognize the benefits associated with Board evaluation and other practical corporate governance applications in the day-to-day activities of the Corporate Secretary;
- benchmark the performance of highly effective Boards against their own;
- apply professional knowledge and skills to the resolution of practical corporate secretarial issues and problems.
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## WORKSHOP METHODOLOGY AND PROGRAMME OUTLINE

This 3-day highly intensive and interactive learning summit covers some of the most relevant, practical and internationally emerging issues in the corporate secretarial profession. It explores the different aspects of the role of the Corporate Secretary in Corporate Governance, provides essential basics and intimate rigors of taking and writing effective minutes, explores a range of compliance and risk related topics of immediate and future concerns to the Corporate Secretary, is “a must attend” for even those would have attended GovStrat similar events prior to the last 18 months. The course at each venue includes highly interactive lecture sessions, case studies and networking cocktails.

**Persons whom have completed GovStrat Taking and Writing Effective Minutes and or its one or two-day Learning and development for Corporate Secretaries and Their Teams courses will be given a one-day exemption if they so desire, but must take and pass the full examination at the end of the third day to be eligible to obtain the Professionally Accredited Corporate Secretary (PACS) Designation Qualification.**

## **DAY 1 CORE THEMES**

### **TAKING AND WRITING EFFECTIVE MINUTES**

Module 1: Fundamental Roles of the Corporate Secretary, his/her Assistants and all those who take and write Minutes

Module 2: Fundamentals of Minutes

Module 3: Taking Minutes

Module 4: Writing and Preparing Minutes and Different Style of Minutes

Module 5: Writing Resolutions

Module 6: Reviewing and Finalizing Minutes

## **DAY 2 CORE THEMES**

### **COMPLIANCE AND ADMINISTRATIVE ROLES OF CORPORATE SECRETARIES AND THEIR TEAMS**

Module 1: The Emerging Role and Functions of the Corporate Secretary

Module 2: Regulatory Fundamentals and Building and Inner-Workings

Module 3: Compliance Requirements for the Corporate Secretary

Module 4: The Role of the Corporate Secretary in Enterprise Risks

Module 5: The Role of the Corporate Secretary in Offshore Trust and Company Administration and Fund Governance

## **DAY 3 CORE THEMES**

### **MASTER CLASS IN CORPORATE GOVERNANCE EXCELLENCE LOGISTICAL SUPPORT ROLE OF THE CORPORATE SECRETARY**

Module 1: The Corporate Governance Role of the CS and Effective Board Leadership

Module 2: The Role of Key Fiduciaries: Chairmen, Board, Directors, CEO, Committees, Ex-Officio and Invitees

Module 3: Meeting Management and Effectiveness

Module 4: Legal Duties and Responsibilities of Directors and Officers

Module 5: Ethics, Accountability and Disclosure

Module 6: Board Performance Evaluation

Module 7: Role of Board in Strategic Planning

Module 8: CSR and Stakeholder Engagement

## **ABOUT THE QUALIFYING EXAMINATION**

The exam consists of 20 multiple choice questions to be completed in a maximum of 40 minutes at the end of the course on which candidate must score a minimum of 60%. At successful completion of this course and the next time you update your CV, you will add that.....Mr./Mrs./DR/Professor/Justice...is also a **Professionally Accredited Corporate Secretary (PACS)**. This will send an easy and clear signal to Stock Markets, Financial Regulatory Authorities and Head Hunters and Recruiters of Corporate Directors and other governance professionals globally, that you are no ordinary Governance Professional – you have had the experience and now trained and qualified as a **PACS. Locally trained with a global reach!**

## **LEAD FACILITATORS**

**JENNIFER SIMPSON-JAMES** is a trained economist (BSc, First Class Hons., UWI), and an Attorney-at-law, LL.M (Osgoode, Canada) with approximately 25 years as a General Counsel, Legal Advisor and Corporate Secretary for some of Jamaica's largest Public Bodies and private sector firms spanning energy, financial services and public utilities, and with significant experience practising commercial and law in North America in the areas Legislative Reform, Corporatization and the practice and administration of Commercial Law. Jennifer has a natural flair for teaching and her communication skills are exceptional which makes listening and grasping her delivery easy and soothing on the ear. She is one of GovStrat's most esteemed facilitators with constant 6/6 rating by learners.

**DORWIN P. MANZANO** is an Attorney-at-Law who is the current Corporate Secretary of The University of Trinidad and Tobago and former CS for of Palo Seco Agricultural Enterprises Limited, the latter being one of the Special Purpose State Enterprises in the Republic of Trinidad and Tobago. He has been a facilitator on all GovStrat's Summits and Workshops for Corporate Secretary and their teams and the highly popular Accredited Series for Governance Professionals held across five Caribbean States. Mr. Manzano holds a Bachelor's of Laws Degree (LL.B) with Honours from the University of London and is a graduate of the Sir Hugh Wooding Law School, and Master of Laws Degree in Corporate and Commercial Law from the University of the West Indies. He has also held the position of Company Secretary in several Limited Liability

Companies over the last ten (10) years and was the Secretary of San Fernando Community Credit Union (now SFCCU Credit Union) for approximately six (6) years. He also served as Director on various Credit Union Boards since 2003.

### **FEE STRUCTURE AND POLICY**

- A. Corporate rates are available for groups of five (5) or more learners from the same company at 10% discount.
- B. Fees include all learning aids, course material, a Certificate of Participation, refreshment breaks and lunch.
- C. Full payment or payment arrangement should be confirmed at least 10 days before carded date of the event.
- D. Registration confirmation is assured only on receipt of full payments.
- E. While we understand companies and government procurement processes and usually receive payments up-to 10 days after the event, private individuals sponsoring themselves must pay in full at least 72 hours before the event.
- F. No refund for cancellation within 5 working days of each event. Substitution of persons is allowed providing that notice is given at least 2 days before the event. No refund for “no showers” and where companies are yet to pay, full payment is expected.
- G. Only a limited number of participants will be admitted to facilitate a high level of participatory learning.
- H. The course maybe postponed or cancelled at any time without prior notice by the hosts and or organizers. In such circumstance, full refund will be made where applicable
- I. We accept corporate cheques, banker’s draft and wire transfer (bank-to-bank) in local currencies where applicable based on invoice instructions and United States Dollars.
- J. By completing and returning our registration form means you have agreed to all the terms of this Policy.

**Register online at: [corporategovernanceadvisors.com](http://corporategovernanceadvisors.com)**

