

**The Pre-eminent and only Caribbean-based  
Provider of Accredited Corporate Governance  
Learning Interventions since 2005**



**Always the first and best in everything we do®**

**Up-to  
12 CPD  
Credits**



**PRESENTS**

## **PROFESSIONALLY AUDIT COMMITTEE MEMBER (PAACM) DESIGNATION COURSE**

**VIRTUAL/BLENDED LEARNING**

*This is an essential **must attend** opportunity for members of Audit and Risk Management Committees and Chief Internal Auditors*



**Dates: June 9 & 10:  
8:30 AM- 3:00 PM JAT.  
Jamaican North Coast Hotel  
All registration and payments must be  
made by May 5, 2022, 4:00 pm to  
confirm bookings.**

**Cost per person: US\$ 2,225/learner**  
All inclusive – 3 nights stay (June 8, 9  
&10) course attendance + all Course  
materials.  
Contact us for details

**ALL OUR COURSES ARE ALSO AVAILABLE IN CUSTOMIZED/BESPOKE  
MODALITIES**

### **Registration Information**

Registration may be done using any of the methods below:

Online at: <https://www.corporategovernanceadvisors.com/#upcoming-workshops>

**Tel: (876) 960-5356 | (876) 561-1046 | (868) 689-0606**

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

### **PROGRAMME OVERVIEW**

Effective Corporate Governance has to be a key remit for Auditors. As such, Audit Committees need to raise the bar in the area of Corporate Governance and this is precisely the focus of this course for Audit Committees.

The Audit Committee (AC) Course, is critically relevant to supporting the Board's role in reviewing the Governance processes including the risk appetite of and external audit management letter for the organization. This workshop will raise the bar of professionalism and provide a more meticulous approach in the execution of the remit of the Board's Audit and Risk Management Committees.

## **TOPICS**

- **The CONTEMPORARY Audit Committee and MEMBER**  
*A BIG Picture overview of Key Topics and Issues – What every Audit Committee Member MUST know to survive and thrive during and beyond Covid-19 pandemic.*
- **Essential Audit Committee Process and Committee Composition**  
*For enhanced AC Effectiveness*
- **Two Critical Relationships to be Nurtured by EVERY Audit**  
*The External and Internal Auditors*
- **Risk Management Processes and the Nature of Risk Oversight by the Audit Committee**  
*Assessing the effectiveness of business continuity planning and more*
- **Become “Audit Committee Accredited”**  
*at the end and earn the prestigious PAACM designation*

## **WHAT YOU WILL LEARN AND TAKE BACK TO YOUR AUDIT COMMITTEES**

1. The importance and key components of audit committee charters and work plans;
2. Understanding the changing roles, responsibilities and accountabilities of the audit committee;
3. Critical issues in the committee's responsibility for financial reporting;
4. Defining the committee's role in risk management, internal control and related disclosure;
5. Audit committee composition and qualification of members;
6. Maximizing the Audit committee's relationships with Management, the Board, and both the internal and external auditors;
7. Effective meeting processes and high quality, timely information;
8. Paying attention to red flags and asking the right questions;
9. Resolving differences of opinion and conflict within the Committee and between interacting with the Audit Committee; and Committee performance evaluation and continual improvement.

## **WHO SHOULD ATTEND**

1. Current and prospective Audit and Risk Management Committee Chairs and audit and risk management committee members who want to improve and optimize their effectiveness in their roles
2. Chief Internal Auditors and team members, CFOs, CEOs and other senior executives who work with their audit committees
3. CPAs, lawyers and other professionals who consult with audit committees
4. Professional Students of Auditing, Accounting, Finance and Risk Management

## **BECOME A MORE EFFECTIVE AND ACCREDITED AUDIT COMMITTEE MEMBER**

With top faculty and governance experts from across the Caribbean, you will strengthen your knowledge of what it means to become a more effective Audit Committee Board member. You'll learn about the MOST CURRENT perspectives that must be grasped by Audit Committee members if they are to fulfil their duties and obligations on behalf of the Board as competent and probing committee members. You will discover the MOST UP-TO-DATE governance processes and tools that will transform your Audit Committee beyond mere compliance and help it capture opportunities that generate long-term value for BOTH the Board and the

organization. This pioneering Caribbean Corporate Governance Accredited Course assembles audit committees thought-leaders and practitioners to discuss the need for improved accountability through more relevant boardroom practices, nurturing key relationships, essential boardroom behaviours and culture. This unique course brings together experts in various fields to share practical experiences and to help you better understand how audit committee practices, behaviours and culture confront the delivery of modern 21<sup>st</sup> Century audit committee roles.

## **CERTIFICATION**

This course is uniquely pioneering and most comprehensive of any programs available to Audit Committee members. By writing and passing the 1-hour EXAMINATION at the conclusion of the course, you will earn the prestigious and highly coveted designation of “**PROFESSIONALLY ACCREDITED AUDIT COMMITTEE MEMBER (PAACM)**” designation and be entitled to use the post nominal “PAACM” after your name. Obtaining this certification will establish that as a member of your organization’s Audit Committee, you have achieved the **Platinum standard** in audit committee education and contemporary audit committee best practices. It demonstrates that you have the knowledge and skills necessary for survival, and indeed success, in our increasingly litigious and complex regulatory international corporate governance environment. And it demonstrates your commitment to good governance and audit committee competence and prudence.

**QUALIFYING EXAMINATION, TWENTY (20) MULTIPLE CHOICE EXAMINATION. DATE AND TIME WILL BE ANNOUNCED TO THE CONVENIENCE OF ALL LEARNERS.**

## **WORKSHOP METHODOLOGY AND PROGRAMME**

This 2-day equivalent highly intensive and interactive learning experience covers some of the most relevant, practical and internationally emerging issues in the audit profession. It explores the different aspects of the role of the Audit Committee and “a must attend” for even those who would have attended GovStrat’s similar events in the last 18 months. The course includes highly interactive lecture sessions and case studies.

### **MODULE 1:**

#### **THE FOURTH INDUSTRIAL REVOLUTION AUDIT COMMITTEE: A BIG PICTURE OVERVIEW OF KEY TOPICS AND ISSUES**

*What every Audit Committee Member MUST KNOW to survive and thrive in today’s tumultuous environment.*

#### **Facilitator:**

#### **Topics:**

1. What should Audit Committees be doing now regarding the oversight of Internal Audit, and how will this be affected by the pandemic?
2. What does a highly effective, best practice audit committee look like, in structure, membership and functioning?
3. What are the current issues and challenges facing audit committees?
4. Learn how to properly define the audit committee’s scope of oversight responsibilities and how to effectively discharge them;
5. Audit Corporate Governance (CG) effectiveness.

6. Discover how the AC should correctly articulate and disclose its committee responsibilities and accountabilities including structure, process and membership requirements.
7. Find out how to appropriately and clearly set expectations for the committee's information needs to ensure decisions are well founded and reality based.
8. Create the model "AC" work plan

## **MODULE 2:**

### **ESSENTIAL AUDIT COMMITTEE PROCESSES AND COMMITTEE COMPOSITION FOR ENHANCED AC EFFECTIVENESS**

**Facilitator:**

**Topics:**

1. The Independence
2. Learn how key AC processes can empower the audit committee to provide better information for decision making on critical issues.
3. How to ensure accurate and quality reporting.
4. Discover the skills (soft and technical) and qualifications of an effective audit committee chair.
5. Find out how effective relationships among the AC Chair, committee members, and management are created and sustained.
6. What should Audit Committees be doing now regarding the oversight of IT risk including Cyber Security, and how will that be affected by the pandemic?

## **MODULE 3:**

### **TWO CRITICAL RELATIONSHIPS TO BE NURTURED BY EVERY AUDIT COMMITTEE: THE EXTERNAL AND INTERNAL AUDITORS**

**Facilitator:**

**Topics:**

1. Understand the audit committee's responsibilities for oversight of external and internal audit.
2. Establish a framework for defining the roles and reporting structures of both audit functions.
3. Clarify how to maximize the potential benefits with your external and internal auditors.
4. Learn how to develop strong relationships, set expectations for accountability and assess the performance of both the internal and external audit teams.
5. Understand internal audit's critical role in providing assurance on key organizational risks, governance processes, and major initiatives.
6. Communication with Stakeholders

## **MODULE 4:**

### **DEBRIEF SESSION – LESSON LEARNED**

### **“PROFESSIONALLY ACCREDITED AUDIT COMMITTEE MEMBER (PAACM) DESIGNATION” EXAM**

## **QUALIFYING EXAMINATION: TWENTY (20) MULTIPLE CHOICE EXAMINATION**

This Course is also available in **BESPOKE MODALITY** to corporations who would like to receive the services at their own time and convenience. We also provide this program to Audit committees of subsidiaries of parent companies as a special package. Contact us for more details.

---

### **FEE STRUCTURE AND POLICY**

- A. Corporate rates are available for groups of five (5) or more learners from the same company at 10% discount. Fees include all learning course material and a Certificate of Participation.
- B. Full payment or payment arrangement should be confirmed at least 10 days before carded date of the event.
- C. Registration confirmation is assured only on receipt of full payments.
- D. 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.
- E. 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.
- F. Only a limited number of participants will be admitted to facilitate a high level of participatory learning.
- G. 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
- H. We accept corporate and managers’ cheques, banker’s draft and wire transfer (bank-to-bank) in local currencies where applicable based on invoice instructions and United States Dollars.
- I. By completing and returning our registration form means you have agreed to all the terms of this Policy.

### **PROFILE OF LEAD FACILITATORS**

#### **ATASHA BERNARD, FCCA, FCA, MBA**

Atasha Bernard is an Inspirational Leader, an Educator, a Philanthropist, and an Entrepreneur. She has over seventeen (17) years’ experience providing strategic, financial, general management and auditing in the financial industry, manufacturing, distributions, not for profit organizations and agri-business for public and private organizations. She is solutions oriented and has a proven track record for striking a balance with people, profit & technology. Her passion for businesses to be successful and her multi-dimensional experience has given birth to ABVijon Business Consultancy in 2020 to allow small & medium size businesses to access expertise without a full-time cost. ABVijon provides on-demand services in financial management, auditing, business consulting, corporate governance, process improvements, digital transformation, strategic planning and risk management to ensure that resources are aligned to the mission of the organization in achieving it’s vision. She is a Director of G5 Cybersecurity Inc; a cybersecurity and data privacy company.

She is a Lecturer in Financial Decision Making for the Heriot Watt University MBA programme; Innovation & Business Performance for the Association of Business Executive Diploma course and the Certified Management Accountants programme with B & B University (Jamaica).

Atasha Bernard is a Chartered Accountant since 2010, a Registered Public Accountant, a fellow of the Institute of Chartered Accountants of Jamaica and the Association of Chartered Certified Accountants. She holds a Master’s in Business Administration specialized in Strategic Planning from the Heriot Watt University, a Certified Expert in Microfinance accredited by the Frankfurt Business School, completed a

Diploma in Corporate Governance & Leadership through JSE/PSOJ, competed a certificate in Jamaican Securities with UTECH & JSE. Also, holds an Associate Degree in Business Studies – Accounting major from the Excelsior Community College. She is an active Rotarian since 2010 and is a “popping” Past President of the Rotary Club of Kingston East & Port Royal.

## **MR. EWAN SHAW**

### **MBA, BSc, Post Grad. Dips (Business and Management)**

Mr. Shaw is a Caribbean regional expert practitioner and academic in the areas of loan administration, lending, credit analysis and collection techniques. His distinguished career spans nearly 30 years including position as an economist with the Bank of Jamaica, the Credit Manager of several banks to include Merchant, Investment and a Mutual Society. Mr. Shaw was also Assistant General Manager at City of Kingston Co-operative Credit Union Ltd, with responsibility for Credit Administration & Operations—retail, corporate administration, recoveries, risk management, policy development and branch network management. Mr. Shaw has comfortably combined the practice of credit administration with academia and has been a course lecturer and coordinator at the University of Technology (School of Business Administration), Jamaica. Mr. Shaw currently teaches courses at the undergraduate and graduate levels in Credit Analysis, Corporate Finance, Lending and International Financial Management, Risk Management, Portfolio Investment Management, Small and Medium Enterprise Financing and Advanced Securities. Mr. Shaw has facilitated several practical courses for executives around the Caribbean for financial and non-financial corporations, private and public utility companies, government revenue agencies and many others--in lending and loan portfolio management, credit administration, credit risk analysis and assessment techniques and credit collection, delinquency management and micro-enterprise lending. Mr. Shaw has served as a consultant and advisor to various institutions on bad debt management and loan growth strategies as well as designing and delivering specialized training interventions to several credit departments of corporation in different industries. He is an avid reader and has kept abreast with developing trends in industry from an academic perspective and is at the cutting edge of recent research publications spanning credit administration, analysis and delinquency collections across a wide variety of industries.

### **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 and a Certificate of Completion.
- C. Full payment or payment arrangement should be confirmed at least 5 working days before the carded date of the event.
- D. Registration confirmation is assured only on receipt of full payment.
- 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 48 hours before the event.
- F. No refund for cancellation within 3 working days of each event. Substitution of persons is allowed providing that notice is given at least 48 hours 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. We accept wire transfer (bank-to-bank) in foreign and local

currencies where applicable based on invoice instructions.

I. By completing and returning our registration form means you have agreed to all the terms of this Policy.

**Payment is via Online E-commerce Portal, Paypal, Credit Card or bank-to-bank transfer. Information will be provided after receipt of your completed application form via our website or direct email to us with full details on form overleaf.**

### **MANUAL DELEGATE REGISTRATION FORM**

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

<b>TITLE OF WORKSHOP:</b>			
<b>COMPANY NAME:</b>			
<b>CONTACT PERSON:</b>		<b>JOB TITLE:</b>	
<b>ADDRESS:</b>			<b>TELEPHONE:</b>
<b>FAX:</b>		<b>E-MAIL:</b>	
<b>DATE TO BE HELD:</b>		<b>COUNTRY:</b>	
<b>TODAY'S DATE:</b>			

**Please register the following person(s): (Place name and position in boxes and write e-mail atop):**

**Email:**

--	--

**Representative's Name**

**Position**

**Email:**

--	--

**Representative's Name**

**Position**

**E-mail:**

--	--	--

**Representative's Name**

**Position**