

**GLOBAL SKILLING, CREDENTIALING AND EMPOWERING THE 21<sup>ST</sup> CENTURY GOVERNANCE PROFESSIONALS (CORP. SECRETARIES, MINUTES TAKING PROFESSIONALS AND BOARD DIRECTORS, ET AL).**

**EVENING SCHEDULE FOR CARIBBEAN AND THE AMERICAS**  
**EARN THE PROFESSIONALLY ACCREDITED CORPORATE SECRETARY (PACS) DESIGNATION AND MORE...**



**2024 SPRING SERIES**

**Always the first and best in everything we do<sup>®</sup>**  
**General Legal Council of Jamaica Accredited**



**WORLD-CLASS, PRACTICAL, EVIDENCED-BASED, HIGHLY TRANSFERABLE, RELEVANT**

**VIRTUAL LEARNING- FOUR DIFFERENT ACCREDITED DESIGNATIONS**

<b>COURSES</b> <b>Dates (2024)</b>	<b>Date and Time: 5:30pm-8:45 pm (JAT); 6:30 pm-9:45 pm (T&amp;T Time)</b>	<b>Cost</b>	<b>Early bird Ends February 15, 2024</b>
<b>Taking and Writing Effective Minutes Course</b>	<b>March 11 &amp; 13</b> 5:30pm-8:45 pm (JAM) 6:30 pm-9:45 pm (TTT)	US\$850.00	10% early-bird discount or 3 or more from.
<b>Accredited Minute-Taking Professional (AMTP) Course</b>	<b>March 11, 13, 14 &amp; 19</b> 5:30pm-8:45 pm (JAM) 6:30 pm-9:45 pm (TTT)	US\$1,700.00	10% early-bird discount or 3 or more.
<b>Professionally Accredited Corporate Secretary (PACS) Designation Course</b>	<b>March 11, 13, 14, 19; 5:30 pm-8:45 pm (JAM); 6:30pm -9:45pm TT</b> <b>March 20: All day event</b> <b>8:30 am-4:00 pm JAT</b> <b>9:30 am -5:00 pm TTT</b>	US\$2,550.00 for the 5-session package.	10% early-bird discount or 3 or more.
<b>One-day Masterclass in Corporate Governance Excellence (A Must for Board Directors)</b>	<b>March 20, 2024: 8:30 am 4:00 pm, JAT; 9:30 am-5:00 pm (TTT).</b>	US\$850.00	10% early-bird discount or 3 or more.

**CONTACT INFORMATION**

**1 (876) 960-5356 | 1 (876) 561-1046 | 1 (876) 382-9679 || (876) 324-0606**

**E-mails: [govstratltd@gmail.com](mailto:govstratltd@gmail.com) | [govstrat@cwjamaica.com](mailto:govstrat@cwjamaica.com)**

**<https://www.corporategovernanceadvisors.com/registration/>**

Professionally Accredited Corporate Secretary Courses. Brought to you by GovStrat Limited, 2024 Series

## WHO WILL ATTEND?

In-experienced, junior, aspiring, qualified, experienced Corporate Secretaries and members of their teams; aspiring, new and seasoned Board Directors, Chairmen, corporate registrars, corporate services' providers, companies' compliance managers, Board governance, Enterprise Risk Management and Strategic Planning professionals – all interested persons will be welcomed.

## WORKSHOP METHODOLOGY AND PROGRAMME OUTLINE

This **4 Evenings'** (3.0 hours per day) and all-day on **day 5, March 20, 2024**. This is a highly intensive and interactive learning experience. The courses cover some of the most relevant, practical and internationally emerging issues in corporate secretarial and Board Governance education. It is **“a must attend”** for those would have attended GovStrat's or other corporate governance learning experiences in the last 12 months, and particularly in the last 2-5 years. Many things have changed! The course includes highly interactive lecture sessions, case studies and audio-visual presentations.

### **DAY ONE: FUNDAMENTALS OF AND TAKING AND WRITING EFFECTIVE MINUTES (MARCH 11)**

*Session i.* Fundamentals of Minutes

*Session ii.* Taking, Writing and Preparing Minutes

*Session iii.* Frequently asked Questions about Minutes: Question and Answer Segment

### **DAY TWO: DIFFERENT STYLES, MOTIONS & RESOLUTIONS, FINALIZING & STORING MINUTES (MARCH 13)**

*Session i.* Different Styles of Minutes, Motions and Resolutions

*Session ii.* Reviewing, Finalizing and Storing Minutes

*Session iii.* **Minutes Case Study**

### **DAY THREE: SKILL REQUIREMENT CORP. SECRETARY (MARCH 14)**

*Session i.* Modern Skill Requirements of the 21<sup>st</sup> Corporate Secretary

*Session ii.* The Emerging Role and Functions of the Corporate Secretary

*Session iii.* C-Sec Role in Board Meeting Planning, Conduct and Management & Pre, During and Post-Meeting Considerations

### **DAY FOUR: MANAGING KEY ROLES, LEGAL DUTIES, CONFLICT OF INTEREST & THE CONCEPT OF INDEPENDENCE IN MODERN BOARD GOVERNANCE (MARCH 19)**

*Session i.* Compliance Requirements for the 21<sup>st</sup> Century Corporate Secretary

*Session ii.* The Concepts of Independence and Conflict of Interest in Effective Corporate Governance

*Session iii.* Artificial Intelligence (AI) and the Modern Boardroom –Discussion-based lecture

*Session iv.* **Case Study: The Rogue Corporate Secretary**

**DAY FIVE (FULL DAY): THE LAW, KEY ATTRIBUTES & ROLES, CONFLICT OF INTEREST & THE CONCEPT OF INDEPENDENCE IN BOARD GOVERNANCE (MARCH 20: 8:30 AM-4:00 PM; JAT AND 9:30 AM-5:00 PM T&TT.)**

Session i. Legal Duties and Responsibilities of Directors and Officers

Session ii. The 6-C Attributes' Model for the Distinctive 21<sup>st</sup> Century Director

Session iii. Designing and Executing an Effective Board Orientation Programme

Session iv. Role of Key Fiduciaries – Chairman, Directors, CEO and Management Officers, etc.

Session v: **Case Study: The Rogue Director**

Session vi. Key Board Committees: TOR Considerations, Roles, Composition and Independence

Session vii. Board Performance Evaluation – The Why, What, Who, Respondents, How, Reporting & Feedback.

Session viii. The Role of the Board in Enterprise Risk Management

**ABOUT THE QUALIFYING EXAMINATION AND ACCREDITATION (APPLICABLE TO PARTICIPANTS DESIROUS OF PURSUING THE AMTP AND PACS DESIGNATIONS)**

The exam consists of 15 multiple choice questions to be completed in a maximum of 30 minutes at the end of the course on which a candidate must score a minimum of 60% to be successful. At successful completion of this course and the next time you update your CV, you will add that...Mr./Mrs./DR/Professor/Justice...is a **Professionally Accredited Corporate Secretary (PACS)**. This will send a clear signal to Stock Markets, Financial Regulatory Authorities, Headhunters and other Recruiters of C-Secretaries and other governance professionals, globally, that you are no ordinary Governance Professional – you have had the experience and trained and qualified as a governance professional . **All GovStrat Courses are accredited by the General Legal Council of Jamaica (GLC) Accreditation Committee. GovStrat Limited is the pioneer and leading provider of Board and Corporate Secretaryship Services in the Caribbean.**

**LEAD FACILITATORS**



**DR. THE HON. JUSTICE ANTHONY GAFOOR, SENIOR LEARNING FACILITATOR, LEGAL DUTIES AND RESPONSIBILITIES OF DIRECTORS AND OFFICERS, BUSINESS ETHICS AND PUBLIC ACCOUNTABILITY**

Dr. The Hon. Justice Anthony Gafoor, Trinidadian, is Chairman of the Tax Appeal Court of Trinidad and Tobago (Superior Court of Record) which is a national institution dealing with income and corporate tax; value added tax; and customs and excise duties among other areas. He holds several qualifications in law, finance and financial law, and corporate ethics. He is also a certified mediator and mediation trainer as well as a Fellow of the Chartered Institute of Arbitrators, UK. He is former Chair of the Chartered Institute of Arbitrators of Trinidad Chapter and the recently elected Chairman of Chartered Institute of Arbitrators (Caribbean Branch); Hon. Secretary to the International Law Association (Caribbean Branch) and a Member of the International Fiscal Association and the International Bar Association. He was admitted as an attorney-at-law in Trinidad and Tobago and has practiced extensively as a barrister in common law chambers in the UK and as an in-house legal adviser on corporate matters, including corporate fraud. He is a Senior Adjunct Lecturer at the University of the West Indies, St. Augustine where he has also lectured in Business Law and Corporate Ethics. Dr. Gafoor has been an invited speaker at many conferences internationally.



Pooja is a Lawyer and Chartered Secretary holding memberships of 3 institutes internationally: Corporate Governance Institute, United Kingdom; HKCGI- Hong Kong and ICSI- India. She obtained her Masters in Commerce and Bachelors in Commerce (Hons. in Finance) and a post- graduate diploma in Journalism. Ms. Shukla Pooja holds the BCom (Hons. in Finance) *Punjab University*, PgDip Journalism, *Hong Kong University*; LLB *MU*, MCom *Punjab U* and is a Chartered Secretary qualified by the Corporate Governance Institute, United Kingdom; HKCGI- Hong Kong, ICSI- India. Ms. Pooja is Senior Lecturer at the Lee Shau Kee School of Business and Administration, Hong Kong.

She scored 17<sup>th</sup> in All-India rank in ICSI and obtained merit in Corporate Governance conducted by HKCGI. With more than 15 years of experience in the corporate sector, she has served as a Board Secretary to various Boards and Committees in various listed companies, banks and MNCs internationally operating in manufacturing, IT, mining, infrastructure, professional services, law firm and telecom businesses. She has also served as a consultant to FTSE 100 companies advising on corporate governance matters in Asia, Middle East and Africa. Her focus areas are primarily in the field of corporate governance, company law, boardroom dynamics and Environmental, Social and Corporate Governance. Her current teaching and research interest spans Corporate Governance, Company Secretarial Practice and Corporate Law.



**Simone Maddix** is a Consultant with the **Proctor Gallagher Institute**, a leading player in the human potential industry. With their vast support, Simone is helping clients create winning teams, enhance productivity, improve their bottom lines and fulfill their boldest dreams.

She enthusiastically guides individuals, groups and companies to discover their deepest desires, to achieve personal and professional goals and to reach their full potential.

Simone has excelled in the legal field for the past twenty-five (25) years. She is a former Legal Officer and Private Practitioner steeped in conveyancing, real estate deals and corporate governance. For the past sixteen (16) years she has been a Judge of civil, criminal and family courts. Simone was the chairperson of her Judge's Association's Wellness Committee as well as an Ethics Trainer of their Judicial Education Institute. Ms. Maddix has returned to private legal practice independently once again and is now a Professionally Accredited Corporate Secretary (PACS). She is also particularly skilled to address self-image, attitude and decision-making. When this deeply growth and goal-oriented woman is not engaged in the above pursuits she is most likely writing, relaxing at the beach or spending time with friends and family.

## **FEE STRUCTURE AND POLICY**

- A. Corporate rates are available for groups of three (3) or more learners from the same company at 10% discount. Fees include all learning material provided and a Certificate of Accreditation or Participation.
- B. Full payment or payment arrangement should be confirmed at least 5 days before carded date of the event.
- C. Registration confirmation is assured only on receipt of full payment unless otherwise arranged.
- D. No refund for cancellation within three working days (72 hours) of each event. Substitution of persons is allowed providing that notice is given at least 36 hours before the event. No refund for “no showers” and where companies are yet to pay, full payment is expected.
- E. 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
- F. We accept wire transfer (bank-to-bank), PayPal and Credit or Debit card online payments.
- G. By completing and returning our registration form means you triggered your intention to attend. You are fully registered when your applicable fees are paid and acknowledged by GovStrat Limited.

**Payment 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.**



**ALTERNATIVE REGISTRATION FORM** <sup>®</sup>

<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):

		<b>Email:</b>	
<b>Representative's Name</b>		<b>Position</b>	

		<b>Email:</b>	
<b>Representative's Name</b>		<b>Position</b>	

		<b>E-mail:</b>	
<b>Representative's Name</b>		<b>Position</b>	

		<b>E-mail:</b>	
<b>Representative's Name</b>		<b>Position</b>	

<b>E-mail:</b>	
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