

Wednesday 4 June
SYDNEY

Thursday 28 August
BRISBANE

Wednesday 22 October
CANBERRA

Company Secretary in Companies Limited by Guarantee

Being asked to accept the position of Company Secretary of an association or charity can be daunting.

This workshop will help alleviate your concerns by setting out the basic framework of responsibilities and duties of a Company Secretary with specific reference to not-for-profit organisations. For those already acting as Company Secretary, this workshop will provide the opportunity to participate in an interactive forum and to ensure that their knowledge and skills are up to date.

Areas to be covered include the basic structure of companies limited by guarantee, the specific obligations and duties of a Company Secretary of a company limited by guarantee, practical and procedural considerations to be considered by a Company Secretary in organising and advising the various participants in Board and general meetings, and practical aspects of the role.

Topics covered include:

- Basis of operation – companies, constitutions and the law
- Role of the Company Secretary
- Key elements of the job – meetings, minutes and compliance
- Developing the Company Secretary

Keith Roberts fcis was Chief Executive and Company Secretary of the Epilepsy Association in Sydney for almost 14 years from 1992 to 2006. He was closely involved with all facets of charity management and with 3 restructurings of the board and constitution.

He has played the lead role in establishing and directing public companies limited by guarantee in the charity and broader not-for-profit sector and participated on the board of a building industry association.

Since 2006 Keith has consulted to the not-for-profit sector, predominantly in board and organisational restructuring and performance and operational improvement. He has practical experience in introducing a range of governance measures to boards including processes on reporting, integrity, conflict of interest management, board selection and performance.

Keith is a Chartered Secretary and is a presenter of courses for Chartered Secretaries Australia. As a Director of Australasian Reporting Awards he also understands matters from a Board's perspective.



“Interesting and relevant topics were covered with relevant examples offered to support the presentation.”

Sharon Johnson, General Manager,
Federation of Parents & Citizens
Associations of NSW

“Fantastic assistance. Great to have an open discussion on such important issues and topic.”

John Roydhouse, CEO,
Institute of Public Works
Engineering Australia - NSW Divison

BOOK BEFORE 16 May 2014 to receive 10% off your registration

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8.30am Registration Commences

9.00am **Session 1 – Basis of Operation**

- Fundamentals of a company limited by guarantee
- Internal management of companies – Corporations Act, constitutions, key rules
- Officers – duties and what they mean
- Accountability

10.30am Morning Tea

11.00am **Session 2 – Role of the Company Secretary**

- Fundamentals of the job
- Getting appointed
- Duties – traditional, statutory and inevitable
- Financial obligations

12.30pm Lunch

1.30pm **Session 3 – Key Elements of the Job**

- Directors – advising them
- Board – servicing, improving focus and effectiveness
- Members - registers and meetings
- Compliance - ASIC and other obligations

3.00pm Afternoon Tea

3.30pm **Session 4 – Developing the Company Secretary**

- Mindset and culture
- Disciplined processes
- Ongoing training
- Performance assessment

5.00pm End of Workshop



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FEE:

Members \$595 per person.
Non-Members \$845 per person.
Two reduced rate scholarships for under-resourced not-for-profits are available.

EARLY BIRD:

Register before Friday 16 May 2014 to receive 10% off your registration fee.

YOUR COURSE FEE INCLUDES:

- Expert training at the event
- Your detailed event materials
- Morning tea, lunch and afternoon tea.

VENUES:

CBD Venues TBA.

PAYMENT TERMS:

Invoices have a payment term of 14 days from the date of issue. All registration fees must be settled prior to the event. Failure to do so may result in cancellation of registration.

REFUNDS & CANCELLATIONS:

A full refund will be provided for all cancellations received in writing 3 weeks prior to the event. A 50% refund will be provided for all cancellations received in writing 2 weeks prior to the event. No refunds will be made within 2 weeks of the event. Substitutions within organisations can be made up to two days prior to the event. For full terms and conditions, please visit our website associations.net.au/events

PROGRAM AMENDMENTS & EVENT CANCELLATION:

Although every effort will be made to keep presentations as represented, Associations Forum Pty Ltd reserves the right to make any necessary changes to the program including cancelling the workshop where required.

ENQUIRIES:

Phone Associations Forum Pty Ltd for more information on (02) 9904 8200.

GUARANTEE:

If you are not satisfied that this event has been a good investment, tell us in writing within one week after the event and we will refund your registration fee.

All prices indicated include GST.

Tax invoice will be supplied.

Associations Forum Pty Ltd ABN 53 105 365 160.

* Surcharge of 4% applies to AmEx and Diners.

Name _____ Position _____ Mobile _____ Email _____ \$ _____

I/We wish to attend the Workshop in Sydney Brisbane Canberra

TOTAL _____

Organisation _____ Postal Address _____

Town/Suburb _____ State/Country _____ Postcode _____

Phone () _____ Fax () _____

Please invoice

I wish to pay by cheque payable to Associations Forum Pty Ltd or Visa MasterCard Bankcard AmEx* Diners* Electronic Funds Transfer (We will supply details)

Card No. _____

Name of Cardholder _____ Expiry Date / _____ Signature _____

I consent to having my email address distributed to event attendees

Please post to Associations Forum Pty Ltd, PO Box 810, Artarmon NSW 1570

Phone reservations to (02) 9904 8200 or fax to (02) 9411 8585 or email: kristine@associations.net.au