ASSOCIATIONS FORUM PTY LTD PRESENTS

Wednesday 4 June **SYDNEY**

Thursday 28 August **BRISBANE**

Wednesday 22 October **CANBERRA**



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.

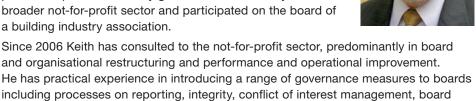
Areas to be covered include the basic structure of companies limited by guarantee, the specific obligations and duties of a Company Secretary of a company limited by guarantee, practical and procedural considerations to be considered by a Company Secretary in organising and advising the various participants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

Topics covered include:

- Basis of operation companies, constitutions and
- 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.



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.99

selection and performance.

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.99

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

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

Company Secretary in Companies Limited by Guarantee

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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



Bringing Associations Together for 10 Years: 2004 - 2014

www.associations.net.au

FEE:

Members \$595 per person.

Non-Members \$845 per person.

Two reduced rate scholarships for underresourced 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	Postco	ode
Phone ()		Fax ()		
Please invoice				
I wish to pay by che	eque payable to Associations Forum Pty Ltd	or Visa MasterCard Bankcard	AmEx* Diners* Electronic Fu	unds Transfer (We will supply details)
Card No				
Name of Cardholder		Expiry Date /	Signature	
I consent to having r	my email address distributed to event atten	dees		