

Company Secretarial Practice for Support Staff



A one-day seminar
Wednesday 1 March 2006
Thursday 15 June 2006
Wednesday 4 October 2006

The Institute of Chartered
Secretaries and Administrators
16 Park Crescent
London W1B 1AH

Introductory Level

The ICSA's one-day seminar is specifically designed as an introduction to the work of the Company Secretary for support staff and is intended to enhance the contribution your staff can make as a member of your team. No prior knowledge is assumed. The seminar starts from first principles. It outlines the role and duties of the Company Secretary and explains why many of the Company Secretary's daily tasks have to be performed. Practical examples and exercises are used throughout the course to reinforce the theory.

Programme

- 09.00** Registration and tea/coffee
- 09.30** **Introduction to Company Law** – What is a company? Limited liability. Management and ownership. How a company works. Sources of law.
- 10.45** **Company Secretary** – Status, powers, role and duties of the Company Secretary. Company secretarial department.
- 11.15** Tea/coffee
- 11.30** **Shares, Capital and the Stock Exchange** – How companies raise capital. Types of shares. Debentures and loan stock and loans. The role of the Stock Exchange. Buying and selling shares. Share transfers.
- 12.30** Lunch
- 13.45** **Statutory Books, Forms and Documents** – Filing forms at Companies House. Keeping the statutory registers. Minute books. Accounts. Directors' service contracts.
- 14.45** **Directors** – The role, duties and liabilities of directors. Appointment and removal. Executive and non-executive directors. Board meetings and committees of the board.
- 15.30** Tea/coffee
- 15.45** **Shareholders' Meetings** – Organising an annual general meeting. Notice. Resolutions. Voting. Minutes.
- 16.30** Close

Who Should Attend?

- Personal Assistants
- Company Secretarial support staff
- Company Secretaries
- Administrators

**CPD: ICSA, ILEX & Law
Society Accredited 6 Hours**

Speakers

Gabrielle Williams MA FCIS, Company Secretary, Killby & Gayford Group. Qualified as a Chartered Secretary in the early 1980s, Gabrielle Williams has worked in professional practice in the UK and Hong Kong and for a number of listed companies, including Carlton Communications plc and BAA Plc.

Andy Hamer, LLB, ACIS, is a partner of The Mentor Partnership, a consultancy specialising in company secretarial practice, publishing and training. He is the joint author of *Running Company Meetings* and the Assistant Editor of the ICSA's *Company Secretarial Practice* manual. Editor of the ICSA's monthly publication *The Company Secretary*.

