

# The role of the company secretary



## A one-day introduction to the role and responsibilities of a company secretary

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The days when the company secretary was seen as back-room functionary are long gone. The company secretary of the 21<sup>st</sup> century is a key advisor to the board and the cornerstone of good corporate governance in any business.

This one-day course offers an introduction to the role and responsibilities of the company secretary and is ideal for anyone who is new to the role, or who is responsible for managing the company secretary, in an unlisted company. It examines the key pieces of law and regulation which help to shape the secretarial function, and looks in detail at the secretary's many and varied responsibilities – to the board, to regulators, and to investors. This is a practical, interactive session and draws upon real-life scenarios and workshops to illustrate how company secretaries can deal with day-to-day tasks and procedures.

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## Programme

### 09:00 Registration & tea/coffee

#### Introduction

- What is a company?
- Company secretary as chief administrative officer
- Company secretary as chief compliance officer
- Company secretary as advisor to the board

#### Company formation and the company secretary

- Types of companies
- Formation process and checklist
- Articles of association
- Share structure

#### Mid-morning workshop and Q&A

#### Company secretaries' responsibilities

- Appointment
- Duties under the Companies Act
- Non CA duties
- Resignation and removal

#### Directors' appointment, responsibilities and duties

- Types of director
- Appointment process
- CA duties
- Other legislative duties
- Non legislative duties
- Interests and conflicts
- Resignation and removal

#### Workshop and Q&A

#### Shares and shareholders

- Directors
- Members
- Resolutions in writing

#### Legislative developments and hot topics

#### Workshop and Q&A

### 16:45 Close