

# Company secretarial practice for support staff



## A practical one-day course for junior and support staff on the issues underpinning the work of the company secretariat

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What exactly *is* a company? How is it set up, how does it work – and what role does the company secretarial team play? This one-day course offers a thorough grounding in the rules and principles of company law, the context within which the company secretariat undertakes its work, and the whys and wherefores of what are often routine but vital tasks – including filing, contracts and other documentation, year-end obligations and accounts. Delegates are expected to finish the course equipped to make a more effective contribution to their team.

The course makes extensive use of practical examples and exercises to underpin the theory. No prior knowledge is assumed.

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### Programme

<b>09:00</b>	<b>Registration &amp; tea/coffee</b>
	<b>Introduction to company law</b> What is a company? Limited liability Management and ownership How a company works Sources of law
	<b>The company secretary</b> Status, powers, role and duties of the company secretary Company secretarial department
	<b>Shares, capital and the stock exchange</b> 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
	<b>Statutory books, forms and documents</b> Filing forms at Companies House Keeping the statutory registers Minute books Accounts Directors' service contracts
	<b>The role, duties and liabilities of directors</b> Appointment and removal Executive and non-executive directors Board meetings and committees of the board
	<b>Shareholder meetings</b> Organising an annual general meeting Notice Resolutions Voting Minutes
<b>16:30</b>	<b>Close</b>