INTRODUCTION TO THE ROLE AND DUTIES OF THE COMPANY SECRETARY

DATE: 3 OCT AND 6 DEC

COURSE TIME: 9.30 AM TO 12.30 PM

COST: £125 (plus GST)

CPD HOURS: 3

TUTOR: ANDY WEB

COURSE OBJECTIVES:
The course deals with the typical roles and responsibilities of the company secretary. The course highlights the legal responsibilities of the role and contrasts them with private and public companies; together with the UK, Jersey and Guernsey.

The provision of professional corporate company secretarial services requires sufficient expertise to understand the relationship with the directors, members and stallholders. Often the company secretary is the face or initial contact with the company.

The role is increasingly important and crucial to the successful running of the business and meetings of Directors and Members. Statutory and legal requirements are such that the role requires considerable care, skill and due diligence.

The course is intended to provide an understanding and guidance to those new to the role.

The content is also intended to offer additional learning for those more senior staff, typically dealing with both external and in-house directors and members meetings.

Role and responsibilities of Secretary

- Degree of competence and skill required
- Liability
- To whom does the Company Secretary owe a duty
- Appointment and removal
- Shares and dividends
- Statutory records
- Regulation

Company Secretary and the Board

- The duties of the Secretary in assisting the board
- The Chairman
- the Directors – types and roles
- Meetings; notices and agendas
Company Secretary and the Members

- The duties of the Secretary in assisting members
- Meetings; notices and agendas

External Stakeholders

- Dealing with stakeholders - customers
- Regulatory authorities and government bodies
- Administering companies incorporated in other jurisdictions
- The role of the company secretary in the winding up of a company
- Reinstatement of a Jersey company

TARGET AUDIENCE:

This course is relevant for anybody who is looking to understand the role of the Company Secretary and refresh their existing knowledge.