



The Role of the Company Secretary

Who would benefit

The responsibility of the company secretary has increased since the importance of complying with the Companies Acts 1985 and 1989 was strengthened by the Company Directors of Disqualification Act 1986 and the Insolvency Act 1986.

This course is designed for company secretaries and assistant secretaries of companies registered under the Companies Act, together with finance directors, chief accountants and administrators including anyone not trained as a company secretary who takes on the company secretary role.

Objective

This practical course will provide delegates with a thorough and an up-to-date understanding of the duties and responsibilities of a company secretary and will highlight the key changes being made by the 2006 Companies Act and importance being placed on compliance with the legislation and the need to file the required returns under the Acts.

Content

- The role of Company secretary:
 - As chief administrative officer, chief compliance officer and advisor to the board
- Company formation and the company secretary
 - Types of companies
 - Formation process and checklist
 - Articles of association
 - Share structure
- Company secretaries' responsibilities
 - Appointment
 - Duties under the Companies Act
 - Non Companies Act duties
 - Resignation and removal
- Directors' appointment, responsibilities and duties
 - Types of director
 - Appointment process
 - CA duties
 - Other legislative and non-legislative duties
 - Interests and conflicts
 - Resignation and removal
- Shares and shareholders
 - Directors
 - Members
 - Resolutions in writing
- Legislative developments

Duration

One day