Finance, AML & Compliance, Investments & Funds, Trust

Company Secretarial Training

Course Details

Price

£235.00

CPD Points

3.50

Length

Half day (09:30-13:00)

Course Overview

For any individual at the beginning of their company secretarial career or considering a move into the company secretarial industry. This course is also appropriate for anyone undertaking company secretarial tasks as part of a wider role in the fiduciary or fund industry. The course will cover all relevant topics for this role, from the beginning.

Content

An introductory level training course covering the following:

- Board meetings – understanding the task and role
- Agendas
- Board Packs
- Minutes and minute taking:
    - What they are and why?

  - Preparation before the meeting, attending the meeting
  - Minute note taking
  - After the meeting and minute writing
  - Challenges
- Written resolutions
- Introduction to Corporate Governance
- Code of Corporate Governance
- Company secretarial duties
- Guernsey Company Law and Constitutional documents

Benefits

Course benefits include:

- A complete introduction to the role of the company secretary, presented in practical terms for use in the role.
- Includes an introduction to corporate governance as a wider topic.
- Attend a course with other individuals within the industry to meet and share experiences.

Next Steps

If you would like to book a place on this course please click on the **'Book Course'** button to the right of this page and login or register for a user account to complete your booking(s). Any queries please do not hesitate to contact us via **admin@gta.gg** or call us on 01481 224570.

If no date is scheduled for this course at the present time please click on the **'Register Interest'** button and login or register for a user account so that we can add you to our course interest register. This register allows us to contact our tutors and finalise dates for a course as soon as we have a few people who have expressed their interest, so the more delegates who register their interest, the sooner we can schedule a particular course.

Course Tutor

Mel Torode

Mel Torode has over 20 years' experience in the fund administration industry in Guernsey specifically including private equity, property and mezzanine debt. Mel is an Independent Non-Executive Director with a portfolio of listed and private fund clients and is a director and founder of the Advisory Services Group, an independent business providing compliance, risk and regulatory, company secretarial, corporate governance, consultancy and training services to the regulated financial services industry, as well as the wider business community, public sector and start-ups, in the Channel Islands. During her career to date, Mel has worked at all levels of fund administration, from trainee to Managing Director, has founded, successfully grown and sold her own fund administration business, has worked in all sizes of company from 2 people to 100 people, has been part of owner-managed and large global operations and has established a varied portfolio of clients as a NED. Alongside administration, company secretarial and leadership positions, Mel has held roles as Compliance Officer and MLRO, as well as focusing consistently on corporate governance during her career.