

Partnerships

ICSA has developed the Directors' Education and Accreditation Programme in partnership with the national law firm of Borden Ladner Gervais.

AON Canada is the expertise contributor for the Risk Management component of the Strategy and Risk Management Module. The program is being offered in the Caribbean in collaboration with the ECSE, and is recognised and supported by the Eastern Caribbean Central Bank and the Caribbean Corporate Governance Forum.

The Institute of Chartered Secretaries and Administrators (ICSA) is the leading international governance organization with over 72,000 members and students world-wide. Founded in 1891 and operating under Royal Charter since 1902, the Institute leads the way in governance education and accreditation. Chartered Secretaries Canada (CSC) is the Canadian Division of ICSA. Established in 1920 and incorporated federally in 1957, CSC is the only body in North America offering an international professional designation for corporate secretaries and corporate governance professionals, as well as professional administrators.

Registration Details

For more details or to register,
please contact us:

Eastern Caribbean Securities Exchange Ltd

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Offered in collaboration with



**Chartered Secretaries Canada
and
Institute of Chartered Secretaries and
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EFFECTIVE, PRUDENT AND RESPONSIBLE



Introducing the
**Directors' Education and
Accreditation Programme**

Effective, Prudent and Responsible

As a Director of a public or private company, a not-for-profit, or a government organization, these should be your watchwords. This is particularly true today, when much is expected of Directors. And, of course, you want to do the best you can in your position.

What are the responsibilities?

As a Director, you assume a duty primarily towards the organization, but also to its shareholders or members, its staff, its suppliers, and your fellow Board members. You will need to balance what are often conflicting needs and points of view, and work within an increasingly complex legal and regulatory environment.

As a Director, you are concerned with decisions made on your watch. In a corporate environment, you want to ensure that those decisions help your organization reach its long term goals while being fully compliant with appropriate legal, regulatory and ethical standards. As a not-for-profit or government organization, you will

want to promote the best interests of your constituency while conforming to the legislative and ethical environment.

The bottom line for you truly may be expressed in those three words: Effective, Prudent and Responsible – effective in the conduct of your office; prudent in complying with governance standards; responsible in meeting your obligations to your organization's many stakeholders.

How can you prepare yourself?

You need to be aware of your responsibilities as a Director, what consequences attend those responsibilities, what steps you should take to address them, and what you can do to be proactive in the exercise of your office.

Enroll in the **Directors' Education and Accreditation Programme** offered by the Institute of Chartered Secretaries and Administrators/Chartered Secretaries Canada in collaboration with the Eastern Caribbean Securities Exchange Ltd (ECSE) and become an Accredited Director. This designation recognizes your commitment to professionalism and excellence in the discharge of your duties as a Director.

The Programme consists of 4 modules. For each module you will be provided with a study guide for review and some preparation in advance of a 4 day participative programme.

Over four days, you will learn:

Governance: the legal and regulatory framework of corporate governance for public, private, not-for-profit and government organizations; the role of the Board of Directors; its relationship with management and with relevant stakeholders;

Financial Reporting and Disclosure: the essentials of understanding financial statements; analysis and interpretation of financial plans and budgets; the current regulatory environment for financial disclosures; tools for review and analysis of core and supporting financial disclosure documents such as prospectuses, management proxy circulars and earnings reports;

Risk Management: the fundamental concepts of risk management and the role of the Board in risk management and internal control processes; and

Strategy: the concepts of strategic management and the roles of the Board and management in developing, approving and implementing strategic plans; the differences between strategic and operating plans.

At the end of this Programme, you will be awarded the Accredited Director designation by Chartered Secretaries Canada, and become an Affiliate Member of ICSA Canada. To maintain your accreditation, you will be asked to maintain your membership as an Affiliate and complete an annual self-assessment of continuing professional development as a Director. As an Affiliate Member, you will be entitled to special rates to attend workshops and conferences sponsored by Chartered Secretaries Canada, related to governance issues. As well, you will receive a subscription to *Corporate Governance Quarterly*, our premier journal covering emerging governance issues, and full access to the Members section of the ICSA website (www.icsacanada.org).



DIRECTORS' EDUCATION & ACCREDITATION PROGRAMME

The Directors' Education and Accreditation Programme (DEAP) is an advanced director training course, aimed at preparing directors for the important role that they play in the governance of corporations. The DEAP was developed by the Institute of Chartered Secretaries and Administrators/Chartered Secretaries Canada (ICSA/CSC), in partnership with the law firm of Borden Ladner Gervais, and with contributions from AON Canada.

The inaugural programme was offered in June 2007, in St Kitts-Nevis and St Lucia, by Eastern Caribbean Securities Exchange Limited (ECSE), in collaboration with the ICSA/CSC, as a part of the ECSE's efforts to promote good corporate governance standards. The programme was subsequently rolled out in Toronto, Canada, in November. In 2008, programmes were held in Antigua in February, Barbados in April and Jamaica in November and in February 2009, Grenada. The next will be held in St Kitts in April 2009.

Registration to the programme is open to all directors, corporate secretaries, CEOs, and other senior executives of public and private companies as well as public sector corporations. Legal and accounting professionals and other corporate advisers as well as persons aspiring to directorships are also invited to participate.

The details of the course are as follows:

Programme: The course will be delivered in four modules, namely, i) Governance, ii) Financial Reporting & Disclosure, iii) Risk Management and iv) Strategy.

Duration: 4 days, with 1 day devoted to each of the four modules.

Assessment: At the end of each day's module there will be a knowledge assessment exercise. Participants must be successful on each module's knowledge assessment to be granted the accreditation.

Faculty: Facilitators will be drawn from a team of Canadian and regional academics and practitioners, led by Ms Janis Riven, Past President of ICSA/CSC.

Location: Basseterre, St Kitts.

Date: 27 – 30 April 2009

Venue: To be confirmed.

Fee: EC\$5,400

Please register now by completing and returning the Registration Form.