

## 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

P O Box 94  
Bird Rock  
Basseterre, St Kitts  
Tel: 869-466-7192  
OECS Toll-free: 1-800-744-9238  
Fax: 869-465-3798  
E-mail: [info@ecseonline.com](mailto:info@ecseonline.com)  
Website: [www.ecseonline.com](http://www.ecseonline.com)

*Offered in collaboration with*



**Chartered Secretaries Canada  
and  
Institute of Chartered Secretaries and  
Administrators**

2175 Sheppard Avenue East, Suite 310  
Toronto, Ontario M2J 1W8 Canada  
Tel: 416.944.9727 / Toll Free: 1.800.501.3440  
Fax: 416.491.1670  
Email: [info@icsacanada.org](mailto:info@icsacanada.org)  
[www.icsacanada.org](http://www.icsacanada.org)

# 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](http://www.icsacanada.org)).