



Community Bankers Association of Kansas presents...

Tuesday June 8, 2010

Responsibilities of the Board Secretary

Telephone / Webinar scheduled 2:00 - 3:30 pm

The board secretary has become far more than the company scrivener and records custodian. The secretary's role is critical in today's dynamic industry involving corporate governance, compliance, and director liability. Regulatory agencies (and perhaps legal counsel) will scrutinize recordkeeping, the secretary's communication with directors/management, and the administration of corporate governance. What are the "dos" and "don'ts" of this important job? How can the board secretary be more effective? This session will provide the answers to these questions and more.

HIGHLIGHTS

- Calendar of annual policies and items that need to go to the board
- Communication with directors and management; before and after the meeting
- Coverage at board and committee meetings – how the secretary's role changes
- "Crafting" the minutes and supporting documentation
- And Much, Much More...

SPEAKER:

Ann Brode, Brode Consulting Services, Inc.

WHO SHOULD ATTEND: This informative session is directed to board secretaries, compliance officers, risk managers, and auditors.

	<u>TRAINING OPTION</u>	MEMBER	NON-MEMBER
A	Telephone Seminar	\$205	\$275
B	Webinar (audio will be over normal phone lines / visuals over the web)	\$215	\$285
C	Webinar and On-Demand Web Link** Plus receive a FREE CD Rom	\$260	\$330
D	On-Demand Web Link** Plus receive a FREE CD Rom	\$200	\$270

****ON-DEMAND WEB LINK** is a recording of the live event including audio, visuals, and handouts. We even provide the presenter's email address so you may ask follow-up questions. Within 5 business days following the webinar, you will be provided with a web link that can be viewed anytime 24/7 for the next 6 months. This link will expire 6 months after the live program date. **But there's more . . . AS AN ADDED BONUS, you will also receive a FREE audio/visual CD ROM.*** The CD includes the original audio/visual presentation, the question and answer sessions, and the handouts. Use the on-demand link or this "off-the-shelf" training program for those that could not attend the live seminar and for future training. ***CD Rom for PC use only**

<u>CIRCLE OPTION</u>	<i>Choose option above by circling corresponding letter next to seminar choice below. *See "EXAMPLE" Below **Pricing is for each seminar selected / per phone line</i>
A B C D	Responsibilities of the Board Secretary, <i>Tuesday, June 8 "EXAMPLE"</i>
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