



**Main Facilitator:**  
**Ms. Greta Bogues,**  
**Governance Consultant**

Greta Bogues is currently a solution focused Leadership Consultant in the areas of corporate governance and sustainability, communications and human resource management. Over the past 15 years she has worked with both private and public sector entities in training directors and providing them with appropriate tools to effectively perform their board function within a global and competitive environment.



**Main Facilitator:**  
**Mrs. Camille Facey,**  
**Attorney-at-Law**

Camille Facey is an Attorney-at-Law with over twenty-five years of experience in the corporate world and the boardroom. She is currently a partner in the law firm FACEYLAW (L. Howard Facey & Co) where her practice is primarily focused on company and commercial law, Information and Communications Technology (ICT), probate and conveyancing.



**Main Facilitator:**  
**Mr. John Gibson**  
**Senior IT Security**

John Gibson is the Company's Security Officer; a position he fulfils with unquestionable enthusiasm. Mr. Gibson is CISSP, Certified Information Systems Security Professional and CASP, Comptia Advanced Security Practitioner. His extensive knowledge in the field has given him clear insight into the creation and implementation of innovative and cost effective solutions that are exceedingly advantageous to the Company's customers.



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For further information on the workshop, please contact:

**Charlene Steer**  
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Jamaica Stock Exchange  
40 Harbour Street  
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**Sponsorship provided by:**



**The Jamaica Stock Exchange e-Campus  
Presents:**

**THE CORPORATE SECRETARY'S  
TOOLKIT:  
Effective Governance, New Trends  
and Tips**

**Wednesday, July 27, 2016**

The Jamaica Pegasus Hotel  
81 Knutsford Boulevard, Kingston 5

**8:30 a.m. – 1:00 p.m.**



**"Enabling Continuing Professional Education for  
the Financial Services Industry"**

## Course Overview

Keeping calm! Being confident! These are the rewards that distinguish the knowledgeable and effective Corporate Secretary. Managing proficiently the growing influence and levels of accountability of the Corporate Secretary requires deliberate action such as continuing professional development. The professional trends and standards of requirements for the industry are changing both locally and internationally, whether it's the revised Corporate Governance Code soon to be launched by the Private Sector Organization of Jamaica or changes in International reporting standards, most notably being Integrated Reporting format, it is imperative that all Corporate Secretaries know these new standards.

**"The Corporate Secretary's Toolkit: Effective Governance, New Trends and Tips"** is designed with the assistance of our expert facilitators who consistently received excellent reviews after each training seminar. The 2016 Corporate Secretary Workshop has raised the bar higher commensurate to the industry changes to ensure that with participation you will be brought up to date on knowledge, trends and standards and be equipped to document and communicate effectively your Board and Governance functions, and be equally judicious in external compliance. The diverse experiences of your peers, who will be in attendance, will also add value through the knowledge exchange of learned and tested best practices, which you can immediately incorporate in your professional activities. *The Course Outline overleaf provides a synopsis of key areas that will be covered.*

## Structure

This seminar will be delivered by industry experts and will provide professional knowledge with breakout sessions for questions & answers.

The facilitators will provide material for participants to follow and have for record, to enhance the teaching and learning experience.

## Who Should Attend

- \*Company Secretaries
- \*Business Owners
- \*Executive Assistants
- \*IT Specialists
- \*Board Members
- \*Attorneys-at-Law
- \*Compliance Officers
- \*Registrars

## Course Outline

1. Taking Board Meeting Minutes: How to communicate effectively with less paper, utilizing technology.
2. The importance of Board composition in today's environment:
  - a. Meeting the increasing demands for improved institutional investors/Board relationship
  - b. External board assessment
  - c. Board performance
3. Keeping your boardroom safe from cyber attacks:
  - a. Cyber security awareness and preparedness
  - b. Cyber Security- no longer solely an IT function
  - c. Financial impact of cyber attacks
  - d. Risk Management
4. The Changing Trends in the industry
5. Integrated Reporting
6. Integrity as part of Corporate Secretary remit: the need for improvement in how Corporate Secretaries communicate
7. The JSE's new Corporate Governance Index (CGI):
  - a. What is the CGI
  - b. How does it impact your organization
  - c. Quick guide to implementing the CGI

## Course Outcome

- Be knowledgeable about the latest industry trend in taking meeting minutes
- Understand the impact of board composition on the institutional investors/Board relationship
- Understand the importance of cyber security risk management
- Be able to understand the new CGI and what it means for today's CG standards

### SUBMIT COMPLETED APPLICATION FORM TO:

**Charlene Steer**  
Marketing Officer  
Jamaica Stock Exchange  
40 Harbour Street

Tel: 876-967-3271  
Fax: 876-924-9090  
E-mail: [charlene.steer@jamstockex.com](mailto:charlene.steer@jamstockex.com)

### PARTICIPANT'S DETAILS:

NAME: (Mr./Mrs./Ms./Dr.) \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

PHONE (HOME/MOBILE/ WORK): \_\_\_\_\_

E-MAIL: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

OCCUPATION: \_\_\_\_\_

YEARS OF EXPERIENCE: \_\_\_\_\_

SELF SPONSORSHIP  Signature: \_\_\_\_\_

COMPANY SPONSORSHIP

### Authorized Personnel Details

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Company: \_\_\_\_\_

Signature: \_\_\_\_\_

### Cost: \$17,500 including GCT

Cost includes Course Materials and Hospitality

Once the JSE receives your completed registration form, this constitutes your agreement to pay the full seminar cost whether you attend the seminar or not. No refunds will be granted for non-attendance, however you reserve the right to send a representative.

### FOR OFFICE USE ONLY

Payment Received:

Cash

Cheque #