

DEFINING ROLES
LEGAL RESPONSIBILITIES
AUDITS & ASSESSMENTS
LEGISLATION PROCESS
CONSTITUTIONS & ACTS
REQUISITIONS & RIGHTS

BOARD GOVERNANCE & SECRETARY MANAGER

NEW DATES ADDED
REGULARLY FOR THIS TWO
DAY COURSE
BRAD@CMAA.ASN.AU
02 9746 4199



Ideal Candidate:

Senior managers who aspire to, or are currently the Secretary Manager, CEO or GM of a registered club.

Content Includes:

- Defining the roles of the Secretary Manager & the Board; Governance vs Management
- The specific role of the 'Secretary' in Secretary Manager: Duties & Responsibilities
- Legal responsibilities of a company secretary; Typical duties of a company secretary;
- The Governing Body's ('The Board') Role, Amalgamations & De-amalgamations
- The Fundamental Realities of The Board/Ceo Relationship; Important Ground Rules.
- Allocating Responsibilities: A suggested framework to define the duties in the relationship.
- How to prepare for & conduct meetings; How do Boards operate? What does a Board do?
- Planning & Conducting Board meetings; Minutes; Monitoring the outcomes of the meeting
- Corporate Governance – understanding its relevance & requirements for compliance
- Standards and systems audit assessment for licensed venues, Legislation governing the clubs
- Associations and companies, Meetings; Notices; Resolutions; Disciplinary Hearings
- Corporations Act: Directors & Officers responsibilities; Business Judgement Rule
- Understanding your core business and what "Not for Profit" really means
- KPIs and benchmarking, EBITDA and the importance of cash flow, Keeping ASIC in the loop
- The Legislation process and how to interpret legislation, Insolvency, Common features of Registered Clubs
- The Registered Clubs Act 1976, The Liquor Act 2007: the Important Provisions, The 3 Strikes Scheme
- Gaming and Liquor Administration Act 2007, Conditions on Club License, Constitutions
- Common areas of difficulty for Secretary Managers, Board Issues, Member rights to info, Requisitions
- Going to Court, Core property, Leasing and Licensing, Service Contracts

Times	9.30am – 4.30pm all days
Cost	\$500 (CMA Member/Affiliate), \$720 (Non Member) (+GST).
Award	Participants will receive a Certificate of Attendance on successful completion of course requirements.
ACCM Points	CMAA Members & CMDA Affiliates earn 25 points for successful course completion.
Register	See below or contact Brad Jones at CMAA brad@cmaa.asn.au for further information.

REGISTER ONLINE TODAY AT CMAA.ASN.AU

For more details contact CMAA Head Office • **Phone** 02 9746 4199 • **Email** brad@cmaa.asn.au



CONTACT THE CMAA FOR DETAILS



MAJOR PLATINUM PARTNER

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