

IN PERSON

COURSE



# Board Governance, the Company Secretary and the General Manager

 2 day, in-person course

 [www.cmaa.asn.au](http://www.cmaa.asn.au)

## ACCM Points

CMAA Members & Affiliates

attending will earn:

**25 ACCM POINTS**

for the successful completion of this course



## Mandatory Course for CEOs of a registered club under the NSW Registered Clubs Regulation 2009

As the Club's Company Secretary, this course targets Senior club managers who aspire to, or are new to the role of Secretary Manager/CEO/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, interpret legislation, Insolvency, Common features of Registered Clubs
- + The Registered Clubs Act 1976, The Liquor Act 2007: the Important Provisions & Demerits
- + 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

Participants will receive a **Certificate of Attendance** on successful completion of course requirements.

CMAA Members

**\$680 +GST**

per person

Non-Members

**\$880 i+ GST**

per person

Management Level

Club Managers

Delivery Method

In Person

Department

Club Governance



CLUB MANAGERS'  
ASSOCIATION  
AUSTRALIA



**REGISTER TODAY**

[www.cmaa.asn.au](http://www.cmaa.asn.au)

OR contact 02 9746 4199 or [training@cmma.asn.au](mailto:training@cmma.asn.au)