



June 2010 Telephone Seminars & Webinars

PENNSYLVANIA ASSOCIATION OF COMMUNITY BANKERS



2010 PACB
Education Series

Responsibilities of the Board Secretary

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June 8 • 3:00 - 4:30 PM

The board 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
- Obtaining/maintaining annual documentation requirements

WHO SHOULD ATTEND?

Board secretaries, compliance officers, risk managers, and auditors

The Voice for Community Banking in Pennsylvania