

February 2018

**About the programme:**

HKICS is honoured to have Mr David Venus FCIS, International President of The Institute of Chartered Secretaries and Administrators (ICSA), to share with our members the essentials for conducting a successful board meeting. In the seminar, David will cover:

- The components of a successful meeting
- Preparing for the meeting
- How to turn notes into minutes?
- What do good minutes look like?
- Approval and retention of minutes
- Practical matters for company secretaries to consider