

# THE INSTITUTE OF CHARTERED SECRETARIES AND ADMINISTRATORS

20073-27-084



PATRON: HER MAJESTY THE QUEEN

AUCKLAND BRANCH P.O. BOX 856 AUCKLAND 1 NEW ZEALAND

IMPORTANT NOTICE TO ALL CLUB CHAIRMEN, SECRETARIES & TREASURERS

## SEMINAR ON

### ADMINISTRATION OF CLUBS AND SOCIETIES.

#### COVERING:

- (1) Legal aspects of incorporation including legal requirements, benefits, steps leading to incorporation, formulation of rules.
- (2) Election of Officers, Conduct of Meetings, Chairmanship.
- (3) Role of Secretary:
  - ...Statutory requirements
  - ...Filing of annual accounts with Registrar of Incorporated Societies.
  - ...Meeting times.
  - ...Minutes (what constitutes good minutes)
  - ...Membership records.
- (4) Treasurer:
  - ...Books of Account
  - ...Petty Cash
  - ...Bank Account
  - ...Importance of Budget
  - ...Liability of members for past subscriptions.

#### SPEAKERS:

T.F. Paul, F.C.I.S., F.C.A. JP- Executive Director- The Institute of Chartered Secretaries and Administrators.  
B.A. Mincham, A.C.A., A.C.I.S. Partner-Deloitte, Haskins and Sells.  
M.J. Whale, LL.B(Hons), B.Com, A.C.A, A.C.I.S.-Partner- Nicholson, Gribbin & Co.  
W.M. Client, A.C.I.S., A.C.A. -Company Secretary, Kingsgate International Corp

#### DATE:

TUESDAY-2nd July 1985.

TIME: 7.00p.m. - 9.30 p.m.

#### VENUE:

CONFERENCE ROOM, AUCKLAND BUILDING CENTRE, 2nd Floor, Downtown Shopping Centre (Entrance is up the ramp opposite The Old Customhouse in Customs Street).

#### COSTS:

\$ 12.00 for the first registration.

\$ 8.00 for each subsequent registration from the same organisation.

For further information please telephone: Terry Law 501-503.

REGISTRATION FORM: Please complete and return to: Auckland Branch, The Institute of Chartered Secretaries and Administrators, P.O.Box 856, Auckland.

I/We wish to register for the evening seminar on Administration of Clubs and Societies:-

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Club/Society)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Club/Society) (Telephone No.)

PLEASE REGISTER EARLY.

Cheque for \$ \_\_\_\_\_ is enclosed.

NB. No receipts or tickets will be issued.