

The Institute of Certified Public Secretaries of Kenya

*Monthly Newsletter
February 25, 2015 – March 25, 2015*



www.icpsk.com



@ICPSK



THE INSTITUTE OF CERTIFIED
PUBLIC SECRETARIES OF KENYA



THE INSTITUTE OF CERTIFIED
PUBLIC SECRETARIES OF KENYA

15TH ICPSK GOVERNANCE FORUM

The 15th ICPSK Governance Forum was held on Wednesday, February 4, 2015 at the Sarova Panafric Hotel, Nairobi. The Chief Guest was CS. Winfred Lichuma, EBS, Chairperson, National Gender and Equality Commission who spoke on the topic "The State of Gender and Equality in Kenya."

The 16th ICPSK Governance Forum will be held on Wednesday, March 4, 2015 at 5.30 pm at the Sarova Panafric Hotel, Nairobi. The topic will be "Good Governance in Alternative Dispute Resolution: Is Arbitration an Effective Alternative to Litigation?" Charges are Ksh. 3,000 per person. Members attending will be allocated 2 CPD credits. Please make your bookings latest by Tuesday, March 3, 2015.



CS. Winfred Lichuma, EBS, Chairperson, National Gender and Equality Commission speaks during the Governance Forum



CS. Winfred Lichuma, EBS, Chairperson, National Gender and Equality Commission, CS. Dr. Nicholas K. Letting, Chairman, ICPSK and CS. John K. Mburugu, CEO, ICPSK during the Governance Forum



Members of the Institute during the Governance Forum

1ST CPS PRACTITIONERS SEMINAR

FEBRUARY 12-13, 2015, SAROVA PANAFRIC HOTEL, NAIROBI

The 1st CPS practitioners Seminar was held on February 12-13, 2015 at the Sarova Panafric Hotel, Nairobi. This seminar addressed issues specific to Corporate Secretarial practice. The Seminar offered the participants an opportunity to share experiences on the various issues that they face on a day to day basis including setting-up of professional firms, procedures at the State Law Office, statutory compliance, fees to be levied to various clients for various secretarial assignments, execution of various secretarial assignments, sharing of client information with third parties, among other topics.

Participants also had an opportunity to contribute to the proposed guidance manual for the CS practitioners. The Seminar was facilitated by CS. Jophece Yogo, CS. Samuel Muthee, Ms. Catherine Wambua, Mr. Henry O. Ochido and Ms. Hannah Waititu.



CS. Jophece Yogo speaks during the 1st CPS Practitioners Seminar



Members of the Institute during the 1st CPS Practitioners Seminar

WORKSHOP ON THE DEVELOPMENT OF A MARKETING AND IMPLEMENTATION PLAN FOR SERVICES EXPORT HELD ON FEBRUARY 18 – 19, 2015

CS. John K. Mburugu, Chief Executive Officer, ICPSK represented ICPSK at the Workshop on the development of a Marketing and Implementation Plan for Services Export held on 18th and 19th February, 2015 at the Sarova Whitesands Beach Resort & Spa, Mombasa. The Workshop was sponsored by the Export Promotion Council (EPC) with support from Commonwealth Secretariat (COMSEC) in partnership with the Association of Professional Societies in East Africa (APSEA).

During the stakeholders workshop, it was agreed that APSEA would host the Apex body for export of professional services.

SEMINAR ON BUILDING CORPORATE REPUTATION THROUGH GOOD CORPORATE GOVERNANCE: FEBRUARY 25 – 27, 2015 AT SERENA BEACH RESORT & SPA, MOMBASA

Good reputation is essential to survival of an institution and is a great source of competitive advantage. Good governance enhances corporate reputation which in turn enhances sustainability and high performance of an institution. This seminar aims at equipping participants with practical knowledge on building corporate reputation through best governance practices.

The seminar is designed for those in senior leadership positions in State Corporations, Government Ministries, Semi-Autonomous Government Agencies, private companies, Non-Governmental Organizations (NGOS), County Government among others.

Tuition fee - Kshs. 55,000 for members and Kshs. 65,000 for non-members to cover participation in the Seminar, training materials, Institute Insignia, a copy of the ICPSK Code of Governance, group photo, certificate, tea/coffee and lunch for the conference period.

Members attending will be allocated **18 CPD Credits**.



www.icpsk.com



CALENDAR OF EVENTS FOR THE YEAR 2015



The Calendar of Events for year 2015 is available on our website www.icpsk.com

SUBSCRIPTIONS FOR THE YEAR 2015

Members are reminded to pay their subscription fees for the year 2015 by March 31, 2015.

Subscriptions fees not received by March 31, 2015 will attract an administrative cost of Kshs. 500.

Visit our website www.icpsk.com to download the subscription fee note.

19TH ANNUAL INTERNATIONAL CONFERENCE

AUGUST 19-21, 2015

The 19th Annual International Conference is a premier event of the Institute. The Conference deals with contemporary issues and affords members an opportunity to network with their fellow professionals. Members can also utilize this opportunity to take their families on holiday as they attend the Annual Conference, hence mixing business with pleasure.

The Secretariat has commenced planning of the 2015 Annual International Conference to be held on August 19-21, 2015 at the Sarova Whitesands Beach Resort & Spa, Mombasa. We request members to propose the Theme and Topics of the Conference for consideration by the Council latest by February 27, 2015.

Members of the Institute attending all the sessions will be awarded **18 Continuous Professional Development (CPD) credit hours**. Members of LSK can transfer the CPD credits and earn CLE points.

We are further encouraging members to commence payments in installments in order to ease the burden of a one-of payment.

**SEMINAR FEES – KSH. 45,000 FOR MEMBERS
KSH. 55,000 FOR NON- MEMBERS**

REGISTER NOW!

**EARLY
DISCOUNT
BIRD**

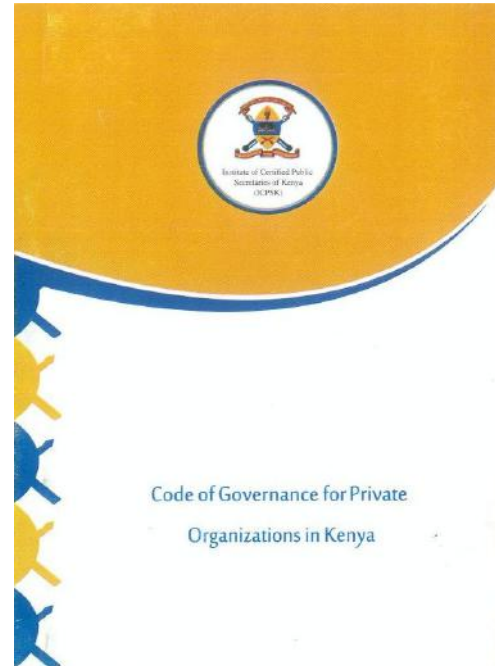
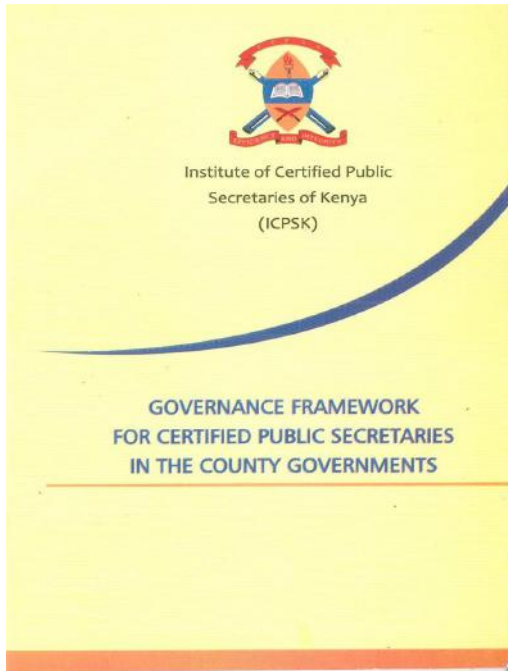
**PAY YOUR SEMINAR FEES BEFORE
JULY 30, 2015 AND ENJOY A
DISCOUNT OF KSH. 5000.**





Grab Your Copy Now!

The Governance Framework for Certified Public Secretaries in the County Governments and the Code of Governance for Private Organizations in Kenya are available at the Institute Secretariat at Ksh.1,000 each.



6TH EDITION OF THE CHAMPIONS OF GOVERNANCE (COG) AWARD



The Institute is receiving entries for the Champions of Governance (COG) Award, 2015.

Members of the Institute are encouraged to register their organizations and participate in the Certified Secretary of the Year Award. For details on how to register for the Award, kindly visit our website www.icpsk.com or contact the secretariat.



Mr. George Ochiri, CEO, Safaricom Sacco Limited receives the COG Award report for year 2014 from CS. John K. Mburugu, CEO, ICPSK. CS. Nelson Nyongesa, COG Award Assessors and CS. Jack Ochieng, COG Award Assessor at the Safaricom offices, Nairobi

VACANCIES



ICPSK seeks to recruit suitably qualified persons to fill the following two positions:-

- (i) Champions of Governance (COG) Award Officer
- (ii) Accounts Officer

For details on the job descriptions and how to apply, visit our website www.icpsk.com.