

An introduction to ICSA and the Chartered Secretary profession



Introducing ICOSA

Tricia Cosgrave ACIS,BA

- Irish Region ICOSA Council Member
- Student Services Sub Committee
- Irish Company Secretaries Group
- Corporate Administration Specialist
– Irish Life Group



Introducing ICOSA

The Institute of Chartered Secretaries and Administrators is the international qualifying and Membership body for the Chartered Secretary profession and the world's leading authority on corporate governance and compliance.



The Chartered Secretary profession

- Chartered Secretaries are high-ranking professionals with a broad-base of skills
- They are the focal point for independent advice about the conduct of business, governance and compliance.
- They work across sectors in a wide variety of roles.



Benefits of becoming a Chartered Secretary

1. Access to a wide-variety of different job roles across a range of sectors
2. A Fast-track to top level roles working with the board
3. Top earning potential
4. Internationally recognised qualification
5. Diversity of responsibilities



Job Roles

Just a few of the roles a Chartered Secretary might perform:

- Company Secretary
- Financial Controller
- Director of Legal Services
- Chief Executive
- In-house Counsel
- Head of Resourcing
- Managing Director
- Head of Administration
- Head of Secretariat
- Assistant Company Secretary
- Director of Finance
- Head of Compliance
- Corporate Administrator



What does a Chartered Secretary do?

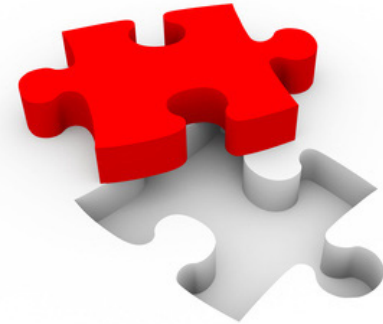
Amongst others, responsibilities may include:

- Advising the board on effective decision-making, legal and regulatory matters and risk management.
- Developing and managing strategies to ensure compliance.
- Identifying areas for improved corporate governance.
- Implementing changes in relevant legislation.
- Managing board, shareholder and trustee communications and meetings.
- Liaising with auditors, lawyers and tax advisors.
- Leading on issues essential to business performance such as negotiation of contracts, finance, accounting, insurance and property.



Chartered Secretaries Qualifying Scheme (CSQS)

- One of the most broad-based qualifying schemes available
- New from 2011 – updated course content.
- Exemptions available for accountancy and law graduates
- Flexible study options
- Fast-track for qualified/experienced lawyers and accountants



CSQS modules

Level 1

- Financial reporting and Analysis
- Corporate Governance or Health Service Governance*
- Applied Business Law
- Corporate Law

Level 2

- Financial Decision Making
- Strategy in Practice
- Corporate Secretarial Practice
- Chartered Secretaries Case Study



Study Support

- Access to MyICSA – Resources and information
- Study Skills Book
- Chartered Secretary magazine month.
- Monthly e-newsletter – Student e-ssentials
- 40% discount on many conferences and training courses
- Access to ICSA Recruitment
- Option to join a Member or special-interest group.



Membership

- **Graduate (GradICSA)** – on completion of all modules
- **Associate (ACIS)** – six years relevant professional experience
(can be reduced to three years)
- **Fellow (FCIS)** – eight years relevant professional experience
- **Affiliate** – not a grade of Membership but an option for those working within corporate governance who do not wish to study CSQS



Benefits of Membership

- An enhanced professional identity.
- Support for your career progression.
- The latest news and information.
- Technical help and support.
- Networking opportunities
- A collective voice
- Members offers and discounts



ICSA products and services

- Training courses
- Conferences and events
- Books and publications
- Develop BPP
- *Chartered Secretary* magazine
- Board Performance Evaluation
- ICSA Recruitment
- ICSA Software



How can I find out more?

For further details and to order
your CSQS information pack:

Phone: 020 7580 4741

E-mail:

studentsupport@icsaglobal.com

www.icsaglobal.com

