



The Council for Medical Schemes Education and Training Unit would like to invite all newly appointed Trustees to attend a two-day Introduction to Trusteeship Training, free of charge, scheduled to take place as follows:

CAPE TOWN	11 - 12 October 2012	8:30 – 15:30
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VENUE: (WILL BE FOWARDED TO ALL THOSE WHO RESPONDED)

The topics to be covered are:

Day1:

**Introduction to Trusteeship:** Focusing on Medical Schemes Governance

- Role of the Principal Officer
- Role of the Trustees
- Administration of Medical Schemes
- Overview of Medical Schemes Act
- Complaints Procedures and Compliance Priorities.

Day 2:

**Financial Management:** Understanding Medical Schemes Finances

- Understanding of Financial Statements
- Solvency
- Investments

You are requested to respond not later than the **5 September** for Durban and **5 October 2012** for Cape Town. Your prompt response will make it convenient for us to book and prepare the training material for you in time. As soon as we receive your response, a detailed agenda and directions to the venue will be e-mailed to you. All responses should be directed to [m.mmusi@medicalschemes.com](mailto:m.mmusi@medicalschemes.com)

Thanking you in advance for your co-operation.

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