



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, at no cost to the Trustee and/or the Scheme, scheduled to take place on the following dates:

GAUTENG	24 - 25 October 2013	8:30 – 15:30
CAPE TOWN	22 - 23 August 2013	8:30 – 15:30

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

Detailed agenda and directions to the venue will be e-mailed to all attending delegates. Responses should be directed to m.mmusi@medicalschemes.com at least ten working days before the start of each session.

Thanking you in advance.

Masefako Moira Mmusi
Council for Medical Schemes
Education & Training Coordinator
Tel: 012 431 0403
Fax: 012 431 0636
Email: m.mmusi@medicalschemes.com