



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	13 - 14 October 2011	8:30 – 15:30
-----------	----------------------	--------------

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 **3rd October 2011**. 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

Thanking you in advance for your co-operation.

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