



## COUNCIL FOR MEDICAL SCHEMES

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2 March 2009

Good day

The Education and Training Unit of the Council for Medical Schemes would like to invite all newly appointed trustees to attend a two-day Introduction to Trusteeship Training Session that is scheduled to take place as follows:

Cape Town	26-27 March 2009	8:30-15:30
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Details of the venue will be forwarded to all those who respond to this invite.

The topics which will be covered are:

Day1: Introduction to trusteeship – focusing on medical schemes governance

- Role of the Principal Officer
- Role of trustees
- Administration of medical schemes
- Overview of the Medical Schemes Act 131 of 1998
- Complaints procedures and compliance priorities

Day 2: Financial management – understanding the finances of medical schemes

- Understanding financial statements
- Solvency
- Investments

Please respond by no later than **Friday, 20 March 2009**. Your prompt response will allow us to book the venue and prepare the training material for you in time. Please note the training is free of charge. 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 [l.leander@medicalschemes.com](mailto:l.leander@medicalschemes.com).

Thanking you in advance for your cooperation. We look forward to seeing you there.

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