

DIRECTOR & TRUSTEE INDUCTION PROGRAMME BREAKDOWN



MODULE 1: THE INDUSTRY

- Industry Statistics
- Industry Stakeholders
- Serving as a Director/Trustee
- Your Mandate

Module duration: 40 minutes

MODULE 2: FIDUCIARY RESPONSIBILITY

- Fiduciary Duty
- Reasonable Care
- Your Responsibility

Module duration: 30 minutes

MODULE 3: GOOD GOVERNANCE

- Types of Community Schemes
- Your Governing Documents
- Governance Framework

Module duration: 30 minutes

MODULE 4: THE COMPANIES ACT

- Non-Profit Companies
- Sub-Sections of the Act
- Memorandum of Incorporation (MOI)
- Rules
- Records
- Financial Statements
- Meetings & Resolutions
- Board of Directors

Module duration: 60 minutes

MODULE 5: THE STSM ACT

- Reserve Funds
- Rules
- Board of Trustees
- Trustee Meetings
- Annual and Special Meetings
- Management and Governance

Module duration: 45 minutes

MODULE 6: THE POPI ACT

- Personal Information
- The 8 Conditions of POPI
- Your POPI Project

Module duration: 25 minutes

MODULE 7: THE CSOS ACT

- Scheme Executive Obligations
- Fidelity Cover
- Dispute Resolution
- Sub-Sections of the Act

Module duration: 20 minutes

MODULE 8: BUDGETING

- Levies
- Investments
- Budget Elements

Module duration: 25 minutes

MODULE 9: HUMAN RESOURCES

- Estate Manager
- Management Team
- Delegated Lines of Authority
- HR Documents
- Contracts

Module duration: 20 minutes

MODULE 10: SUMMARY & REVIEW

- Knowledge Checks on Modules 1 - 9

Module duration: 10 minutes

