

The Institute of Certified Public Secretaries of Kenya  
 Monthly Newsletter  
 June 4, 2014 – July 4, 2014



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THE INSTITUTE OF CERTIFIED  
 PUBLIC SECRETARIES OF KENYA



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## NEW ICPSK CHAIRMAN

CS. Dr. Nicholas K. Letting' has been elected as the New Chairman of ICPSK following the Elections that were held on May 27, 2014 during the 23<sup>rd</sup> ICPSK Annual General Meeting.

CS Dr. Letting is a member of ICPSK in good standing since 2006. He joined the ICPSK Council in May 2011 and chairs the Institute Research and innovation Committee. CS Dr. Letting' holds a Doctor of Philosophy (PhD) in Business Administration and Strategic Management, a Master of Business Administration (MBA) in Strategic Management and a Bachelor of Commerce degree in Marketing all from the University of Nairobi. He is also a Fellow of the Institute of Certified Public Accountants of Kenya (ICPAK) and a Member of the Kenya Institute of Management (KIM).

CS. Dr. Letting' is currently the Vice-Chancellor of The Management University of Africa (MUA). He has over 16 years of work experience in senior positions in the private sector mainly in Capacity Building, Finance, Human Resources and Governance with the British American Tobacco Kenya LTD (BATK) and The Kenya Institute of Management (KIM). Visit [www.icpsk.com](http://www.icpsk.com) to read his acceptance speech.



CS. DR. NICHOLAS K. LETTING', HSC PhD,  
 CPS(K), MKIM, FCPA(K)

## NEW ICPSK VICE-CHAIRMAN

CS. Nkirote Mworia-Njiru has been elected the Vice-Chairman of the Institute.

CS. Nkirote is a Certified Secretary and holds a Bachelor of Laws Degree from the University of Reading, United Kingdom, a Master of Laws in Commercial Law from the University of Cape Town, a Higher National Diploma in Law as well as a Higher National Diploma in Human Resource Management. She has served in the Research and Development Committee and Chaired the Education and Professional Development Committee.

CS. Nkirote is the Corporation Secretary and Manager, Legal Affairs and Corporate Services of the Insurance Regulatory Authority, Kenya.



CS. NKIROTE MWORIA-NJIRU, FCPS(K)

# ELECTED ICPSK COUNCIL MEMBERS

The following members were also elected to the ICPSK Council:



CS. PATRICK S. MUTEMI



CS. TOM O. OMARIBA



CS. WAWERU G. MATHENGE



CS. DENIS B. AROKA



CS. CALVIN M. NYACHOTI



CS. Catherine Musakali, former Chairman, ICPSK. decorates CS. Dr. Nicholas K. Letting' the newly elected Chairman with the Chain of office. Looking on is CS. Pius M. Nduatih, Vice-Chairman, ICPSK and CS. John K. Mburugu, CEO, ICPSK



CS. Dr. Nicholas K. Letting' delivers his acceptance speech after being elected the new ICPSK Chairman



Members of the ICPSK cast their votes during the Annual General Meeting



Members of the ICPSK during the Annual General Meeting

During the Annual General Meeting, the Institute launched a governance framework to guide the Certified Secretaries in County Governments in the discharge of their duties.

# LAUNCH OF CODE OF GOVERNANCE FOR PRIVATE ORGANIZATIONS IN KENYA

The Institute launched a Code of Governance for Private Organizations in Kenya on May 26, 2014 at the Crowne Plaza Hotel, Nairobi.

The Code of Governance is aimed at promoting governance in private organizations by providing a harmonized approach to governance and enhancing the performance of private organizations towards achievement of the national development goals. H.E CS. Stephen Kalonzo Musyoka, Former Vice-President of the Republic of Kenya attended the launch and emphasized on the need to entrench governance in Kenya to curb corruption and accelerate national development.

The Code is available at the Institute Secretariat at Ksh. 600 per copy.



H.E CS. Stephen K. Musyoka, former Vice-President of the Republic of Kenya, CS. Catherine Musakali, former Chairman, ICPSK. CS. Pius M. Nduatih, former Vice-Chairman, ICPSK and CS. Peterson K. Mwangi, former Council member ICPSK during the Launch of the Code of Governance for Private Organizations in Kenya



CS. Catherine Musakali, former Chairman, ICPSK. launches the Code of Governance for Private Organizations in Kenya. Looking on is H.E CS. Stephen K. Musyoka, former Vice-President of the Republic of Kenya, CS. Pius M. Nduatih, former Vice-Chairman, ICPSK, Arch. Steven Oundo, Chairman, APSEA and CS. John K. Mburugu, CEO, ICPSK



H.E CS. Stephen K. Musyoka, former Vice-President of the Republic of Kenya speaks during the Launch



The Council presents a farewell gift to CS. Catherine Musakali, former Chairman, ICPSK during the Launch



The Secretariat presents farewell gifts to CS. Catherine Musakali, former Chairman, ICPSK during the Launch

# LAUNCH OF NEW WEBSITE AND THE 13<sup>TH</sup> ICPSK GOVERNANCE FORUM

The 13<sup>th</sup> ICPSK Governance Forum was held on Wednesday, May 7, 2014 at the Sarova Panafric Hotel, Nairobi. The Guest Speaker was Dr. Moses Ikiara, Managing Director, Kenya Investment Authority who was represented by Mr. Pius Rotich, General Manager, Kenya Investment Authority on the topic "Investment Opportunities in the Counties."

During the Governance Forum, the new Institute website was launched. Some of the features of the new interactive website include;

- Accessibility from any device
- Event management system
- Social media integration
- Member help centre and enquiry platform

It will soon be possible to access the following features on the website:-

- Membership directory
- Online membership management
- Online CPD Submission and management
- Financial statements
- Member help centre and enquiries platform
- Online election System

The 14<sup>th</sup> ICPSK Governance Forum will be held on Wednesday, June 4, 2014, at 5.30 pm at the Sarova Panafric Hotel, Nairobi.

The Guest Speaker will be CS. Billow Adan Kerrow, Senator, Mandera County Government who will speak on the topic Good Governance: A Case of Financial Management in the Counties. Charges are Ksh. 2,500 per person. Members attending will be allocated 3 CPD credits.



CS. Catherine Musakali, former Chairman, ICPSK launches the new Website



Mr. Pius Rotich, General Manager, Kenya Investment Authority, CS. Catherine Musakali, former Chairman, ICPSK, CS. Pius M. Nduatih, former Vice-Chairman, ICPSK and CS. John K. Mburugu, CEO, ICPSK during the 13<sup>th</sup> Governance Forum



Members of the Institute during the 13<sup>th</sup> Governance Forum



CS. Catherine Musakali, former Chairman, ICPSK, presents a token of appreciation to Mr. Pius Rotich, General Manager, Kenya Investment Authority. Looking on is CS. Pius M. Nduatih, former Vice-Chairman, ICPSK and CS. John K. Mburugu, CEO, ICPSK

# SIGNING OF MEMORANDUM OF UNDERSTANDING WITH THE MANAGEMENT UNIVERSITY OF AFRICA

The Institute signed a Memorandum of Understanding with the Management University of Africa on May 8, 2014 to develop governance and Integrity programmes, mobilize resources and implement projects that will mainstream governance and Integrity in all sectors of the economy.

The Institute and the Management University of Africa will mutually promote governance and ethics in Kenya. They will enhance capacity in institutions to entrench good governance and integrity in order to restore confidence in service delivery both in the private and public sectors.



The Institute signs a Memorandum of Understanding with The Management University of Africa

# CPS GOVERNANCE CENTRE LIMITED ANNUAL GENERAL MEETING

The 2<sup>nd</sup> Annual General Meeting of the CPS Governance Centre Limited was held on Friday May 16, 2014 at the CPS Governance Centre, Upper Hill. CS. Peterson K. Mwangi was re-elected as a Director of the CPS Governance Centre Limited.

The Board of the Company and the Council of the Institute continues to encourage members of the Institute to purchase shares and invest in the Company in order to realize the development of the Institute's office complex. For details on how to purchase the shares, please visit our website [www.icpsk.com](http://www.icpsk.com) or contact the Institute Secretariat.



Board of Directors of the CPS Governance Centre Limited during the Annual General Meeting



The former Chairman of the Institute exchanges the signed Memorandum of Understanding with the Vice-Chancellor of The Management University of Africa



CPS Governance Centre Limited Annual General Meeting held on May 16, 2014

# ICPSK COAST BRANCH SEMINAR ON CORPORATE SECRETARIAL PRACTICE - JUNE 19-20 AT THE REEF HOTEL, MOMBASA

The Corporate Secretarial Practice Seminar will be held on June 19-20, 2014 at the Reef Hotel, Mombasa. CS. Bernice W. Gachegu, Registrar General will be among the speakers during this two days seminar on the topic 'The New developments at The Office of the Attorney General and Department of Justice'

The Seminar Fees per delegate are Kshs. 10,000 for members and Kshs. 15,000 for non-members. Fees are payable in advance of the programme and cover facilitation, training materials, tea/coffee and lunch. The Half board accommodation at the Reef Hotel is Kshs. 6,000 per person per night in single rooms. Participants are advised to make their own transport arrangements and contact the Reef Hotel directly for accommodation.

Please register with the Institute's Secretariat latest by Friday, June 24, 2014.

## COUNTY GOVERNMENTS SEMINAR-JUNE 26-27 OUTSPAN HOTEL, NYERI

The County Governments Seminar will be held on June 26-27, 2014 at the Outspan Hotel, Nyeri. The seminar whose theme is 'Governance, Integrity and Investments: Pillars of Prosperous County Governments' is hinged on the view that the success of devolved government is dependent on good governance practices, which when entrenched in daily conduct, will place Kenya on the global map as a premier investment destination.

The members of the Institute attending all the sessions will get 15 Continuous Professional Development (CPD) credit hours. Members of LSK can transfer the CPD credits and earn CLE points.

### TUITION FEE PER DELEGATE

The tuition fee per delegate is Kshs. 35,000. Fees are payable in advance of the programme and cover facilitation, training materials, group photo, certificate, tea/coffee and lunch for the two days.

For those who wish to be booked at the Outspan Hotel through the Institute, the half board rates payable to the hotel per person are as follows:

3 Nights- Check-in date, Wednesday June 25, 2014, Check-out date, Saturday June 28, 2014- Kshs 31,000

2 Nights - Check-in date, Wednesday June 25, 2014, Check-out date, Friday June 27, 2014- Kshs 21,000.

The cost covers accommodation, Dinner, Soft Drink, Bed and Breakfast. The participants are required to make their transport arrangements. Please register with the Institute's Secretariat latest by June 13, 2014.

## SEMINAR ON CORPORATE GOVERNANCE AND BOARD EVALUATION JULY 24 - 25, 2014 AT THE SAROVA PANAFRIC HOTEL, NAIROBI

The Seminar on Corporate Governance and Board Evaluation will be held on July 24-25, 2014 at the Sarova Panafric Hotel, Nairobi. This Seminar will provide perspectives from leading practitioners and scholars on emerging issues and best practices in corporate governance. It will be relevant to both new and continuing directors, as well as those executives responsible for supporting the Board. The Seminar will also focus on the attributes of good corporate governance as measured under the Champions of Governance Award and equip participants with the relevant skills to design and carry out effective Board Evaluations.

The cost of this two day seminar is Kshs. 15,000 for Members and Kshs 20,000 for Non-Members. Fees are payable in advance of the programme and cover facilitation, training materials, tea/coffee and lunch for the two days.

Please register with the Institute's Secretariat latest by July 10, 2014.

# 18<sup>TH</sup> ANNUAL INTERNATIONAL CONFERENCE AUGUST 20-22, 2014 NYALI INTERNATIONAL BEACH HOTEL, MOMBASA

The 18<sup>th</sup> Annual International Conference is a premier event of the Institute. The Conference deals with contemporary issues and affords members an opportunity to network with their fellow professionals. Members can also utilize this opportunity to take their families on holiday as they attend the Annual Conference, hence mixing business with pleasure.

The members of the Institute attending all the sessions will be awarded 18 Continuous Professional Development (CPD) credit hours. Members of LSK can transfer the CPD credits and earn CLE points.

The tuition fee per delegate is Kshs. 32,500 (USD 385) for members of the Institute and Kshs. 35,000 (USD 425) for non-members.

The participants are required to make their transport arrangements.

For those who wish to stay at Nyali International Beach Hotel, Mombasa, the full board rates payable to the hotel per person are as follows:

|                           |   |             |
|---------------------------|---|-------------|
| Boarding participants     | - | Ksh. 12,750 |
| Spouses                   | - | Ksh. 4,500  |
| Kids sharing with parents | - | Ksh. 3,850  |
| Kids in own room          | - | Ksh. 12,750 |

Please register with the Institute's Secretariat latest by July 30, 2014.

## CHAMPIONS OF GOVERNANCE (COG) AWARD




The Institute is receiving entries for the Champions of Governance (COG) Award, 2014. Members of the Institute are encouraged to register their organizations and participate in the Certified Secretary of the Year Award. For details on how to register for the Award, kindly visit our website [www.icpsk.com](http://www.icpsk.com) or contact the secretariat.

## COLLECTION OF MEMBERS IDENTIFICATION CARDS AND CERTIFICATES

**THE INSTITUTE OF CERTIFIED PUBLIC SECRETARIES OF KENYA**

MEMBER'S ID CARD



Name: \_\_\_\_\_

Reg. No: \_\_\_\_\_

Practising No: \_\_\_\_\_

Members Signature: \_\_\_\_\_

Valid from: \_\_\_\_\_

Members are requested to collect their membership cards and certificates at the Institute offices. Please carry a copy of your National Identification Card. Members who are yet to submit their passport photographs for the ID are requested to do so.