

CORPORATE OFFICER FUNDAMENTALS

TUESDAYS, JANUARY 26 – MARCH 9, 2027
10 – 11:30 A.M. PCT, ONLINE

Are you:

- ✓ New to the Corporate Officer (CO) role or looking to step into one?
- ✓ A newly appointed CAO responsible for corporate administration?
- ✓ Administrative support to elected officials or work closely with your organization's CO?

Join experts Lisa Zwarn and Stephen Fleming in this seven-week online course to build the knowledge needed to effectively navigate and excel in the CO role. Explore key responsibilities, relevant legislation, agenda and minute preparation, effective meeting administration, and gain insights from experienced Corporate Officers through a live panel discussion. Review the full schedule of topics and key dates designed to support your professional development and equip you for success in this dynamic field.

Take advantage of this opportunity to deepen your understanding of the CO role, strengthen your professional practice, and gain valuable resources and strategies that you can apply immediately in your organization.

Register online for Corporate Officer Fundamentals

LGMA
LOCAL GOVERNMENT
MANAGEMENT ASSOCIATION
OF BRITISH COLUMBIA

T. 250.383.7032 **E. office@lgma.ca** **LGMA\CO Fundamentals**

REGISTRATION DEADLINE
January 12, 2027
(Maximum 40 participants)

Registration is open to new and aspiring Corporate Officers (CO), Administrative Assistants who support elected officials or COs, and newly appointed CAOs responsible for Corporate Administration.

Online 7-Week Course
$1,452 + GST LGMA Member*
$1,815 + GST Non- Member
(* Ensure your LGMA membership is current)

CANCELLATIONS
are accepted without penalty before **January 12**, **2027**
No refunds will be issued after the registration deadline of **January 12**

Sessions can be used for Continuous Professional IIMC Learning Credits

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The course will refer to the Corporate Officers Handbook.
If your local government does not already own the handbook, it can be purchased at the time of registration.

Schedule	Module	Topics within the Module	Platform	Individual or Group Activities
Jan. 19 - 25	Pre-course	Introduction to the course	Moodle post	Individual – introduce yourself to the group
Jan. 26 - Feb. 1	Legislative Authority & Regulatory Tasks	a) Hierarchy of authority b) Authority to do the work c) Officers d) Seal e) Signing authority f) Administering oaths	Live Webinar (Jan. 26, 10-11:30 a.m., PCT)	Individual – conduct legislative research to identify in which piece of legislation the answers are found
Feb. 2 - 8	Commissions, Committees	a) Types b) Purpose c) Composition d) Establishment e) Recruitment f) Terms of reference	Recording on Moodle	Group – compare your terms of reference for a committee with those in your group
Feb. 9 - 15	Agenda Preparation & Minute Taking	a) Meeting cycle b) Notice + new notice requirements c) Agenda structure & preparation d) Governing body calendar e) Best practices f) Purpose of minutes g) Types of minutes h) Motions to record	Live Webinar (Feb. 9, 10-11:30 a.m., PCT)	Individual activities include – open or closed meetings, resolutions or bylaws, four readings for the bylaw, or something more.
Feb. 16 - 22	Meeting Procedures	a) Elements of a properly convened meeting b) Logistics c) Procedure bylaw d) Open and closed meetings e) Electronic meetings f) Bylaw adoption process g) Public consultation h) Delegation management	Recording on Moodle	Group – compare your procedure bylaw with those in your group, focusing on meeting procedures covered in the recording
Feb. 23 - March 1	Ethics & Code of Conduct	a) LGMA Code of Ethics b) Politics of the position c) Ethical scenarios d) Code of Conduct	Live Webinar (Feb. 23, 10-11:30 a.m., PCT)	Individual – review ethical situations with references to the LGMA Code of Ethics
Mar. 2 - 8	Parliamentary Procedure	Basics of parliamentary procedures based on Robert's Rules of Order a) Difference between legislation and Robert's Rules of Order b) Main motions c) Amendments d) Reconsideration and rescind e) Point of order and appeal f) Misunderstood motions	Recording on Moodle	Group – compare your procedure bylaw with those in your group, focusing on parliamentary procedure
Mar. 9	Panel of Corporate Officers	A panel of Corporate Officers will address questions provided by the group	Live Webinar (Mar. 9, 10-11:30 a.m., PCT)	No activity

*Please note that content is subject to change.

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