

About ICS

The Institute of Certified Secretaries (ICS) is a membership organization, established under the Certified Public Secretaries of Kenya Act, Cap. 534 of the Laws of Kenya.

The Institute's vision is ***to be the premier centre of excellence in governance promotion and development in Africa***, while the mission is ***to embed good governance practices that transform institutions and inspire professionals in order to be the premier centre of excellence in governance promotion and development in Africa***. The core mandate of the Institute therefore is to promote the practice of good governance in both private and public institutions.

The Institute is a member of the Association of Professional Societies in East Africa (APSEA). The Institute is also a member of Corporate Secretaries International Association (CSIA), the global umbrella body for corporate secretaries and governance professionals comprising Australia, Bangladesh, Hong Kong, India, Malaysia, Nigeria, Singapore, South Africa, United Kingdom, United States of America, Zimbabwe and Kenya.

Membership Qualifications

The membership qualifications are prescribed under Section 20 of the Certified Public Secretaries Act, Cap 534 of the Laws of Kenya that a person is qualified to be registered as a Certified Public Secretary if he/she:

- a) Has been awarded by the Kenya Accountants and Secretaries National Examinations Board (KASNEB) a certificate designated the final certificate of Certified Public Secretaries Examinations;
- b) Holds a qualification approved by the Registration of Certified Public Secretaries Board (RCPSB);
- c) Was on June 30, 2002 both a citizen of Kenya and a member of the professional body known as The Institute of Chartered Secretaries and Administrators;
- d) Was on June 30, 2002 both ordinarily resident in Kenya and a member of the professional body known as The Institute of Chartered Secretaries and Administrators;
- e) Was on 1 November 1989 registered as an Accountant under section 24(1) of the Accountant Act; or
- f) Was on 30 June 2002 an Advocate of the High Court of Kenya.

Qualified persons who wish to register as members are required to apply through the Registration of Certified Public Secretaries Board (RCPSB). Members who desire to practice are required to obtain a practicing certificate issued by RCPSB,

after meeting the prerequisite requirements which among other things include being members of the Institute in good standing for at least two years.

Initiatives to Promote Good Governance

- The Champions of Governance (COG) Award
- Champions of Governance Index (CGI)
- The Governance Breakfast Roundtables
- Code of Governance for State Corporations-Mwongozo
- The Code of Governance for Private Organizations in Kenya.
- The Code of Governance for Non-Governmental Organizations in Kenya.
- Corporate Secretaries Tool Kit
- The Governance Framework for Certified Public Secretaries working at the County Governments.
- Quarterly Governance Journal.
- Representation in policy-making bodies and task forces.
- Governance Standards and Guidelines
- Governance Audit

Consultancies and Training Programme

The Institute organizes programmes, seminars and workshops on governance, management, corporate secretarial practice, leadership, integrity and other areas of interest to the profession including:

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|------------------------|--------------------------|----------------------|
| • Corporate Governance | • Board Evaluation | • Board Papers |
| • Board Development | • Corporate Secretarial | • Risk Management |
| • Board Induction | • Management of meetings | • Strategic Planning |
| • Governance Audit | • Minutes writing | • Project Management |

Why should you be a Certified Secretaries?

Certified Secretaries are trained to offer professional services in the areas of: Governance, compliance, advisory, management, administration, consultancy, corporate recovery, insolvency, among others. Membership benefits and opportunities include:

- (a) Use of the internationally recognized Certified Secretary “CS” designation.
- (b) Company Secretaries in line with the requirements of the Companies Act No 17 of 2015
- (c) Secretaries to the County Public Service Board in line with the provision of the County Governments Act, 2012.
- (d) Secretaries to the Boards of the Cities and Urban areas in line with the provision of the County Governments Act, 2012.

- (e) Corporation Secretaries in line with provisions of the Code of Governance for State Corporations (Mwongozo).
- (f) Governance Auditors of State Corporations in line with provisions of Mwongozo.
- (g) Governance Auditors of Issuers of Securities to the Public in line with provisions of the Code of Governance for issuers of Securities to the Public.
- (h) Shares Registrars.
- (i) Compliance Advisors.
- (j) Governance Advisors and Trainers.
- (k) Board Evaluators.
- (l) Access to cutting edge knowledge in their field of specialization through our Continuous Professional Development (CPD) programmes.
- (m) Discounts on professional trainings offered by ICS
- (n) Serving in Public and Private Institutions Boards.
- (o) Serving in Committees of the Council.
- (p) Facilitating Trainings and Consultancies on behalf of the Institute.
- (q) Access to ICS Publications such as the Governance Journal and regular electronic updates on current and conventional issues.
- (r) Access to the ICS Medical Scheme.
- (s) Invest and purchase office space in the CPS Governance Centre Office Complex
- (t) Inclusion in our databank for job opportunities.
- (u) Access to technical support on professional matters.
- (v) Opportunities for participation in international programmes organized by Corporate Secretaries International Association (CSIA) and interaction with the global business community.
- (w) Access to ICS library resources.
- (x) Membership of the ICS Sacco Society Limited
- (y) Membership of the ICS Benevolent Fund.
- (z) Opportunity for linkages with other members and professionals to enhance networking and contribute to national development.