

TEACH YOURSELF BOOKS

SECRETARIAL PRACTICE

PITMANS COLLEGE



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PRACTICE

By
PITMANS' COLLEGE



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PREFACE

FROM this book, you are to teach yourself Secretarial Practice. In this "Teach Yourself" series it is you, the reader, who are the teacher. The contents of the book may be stated to be the material of your lectures with which you set out to teach yourself.

The subject is the secretarial work connected with limited liability companies, a wide subject which has legal and practical sides, and it is not easy to teach. Unlike, say, a language or other set subject, secretarial practice cannot be stated in a code of rules, followed by exercises to be worked on those rules for the testing of progress.

You must bear in mind that a small company with a capital of a few hundred pounds has to carry out exactly the same duties under The Companies Acts as a mighty concern with a capital running into millions of pounds, but the secretarial organizations would be vastly different. There would be much more secretarial work in the latter case!

Our purpose will be to explain the subject of company law and practice as far as it touches the secretarial side, illustrating the text with a number of the forms that are used. *Practical* is the side of the subject chiefly in mind, but so much law dictates the main lines of secretarial practice that the principal requirements of The Companies Acts have necessarily had to be set out, but this we have done in as simple a manner as possible.

We have tried to make the subject interesting and understandable. As a teacher, you will, we hope, have an excellent "class."

SECRETARIAL PRACTICE

If you want to become a Company Secretary or if you are a Company Secretary and wish to improve your knowledge

THIS IS THE BOOK FOR YOU

- 1 If you are studying for an examination such as The Chartered Institute of Secretaries, you will find this book an invaluable aid to the "practical" side of the subject.
- 2 It deals with Secretaries' duties and responsibilities; the Secretarial office and organisation; the formation of Companies; Managing; Commencing Business; Share Capital, Certificates and Warrants; Contracts; Borrowing Money; Meetings, Agendas; Resolutions; Recording Proceedings; Reports; Dividends; Accounting; Auditing; Annual Return; Winding Up.
- 3 It has been prepared by a College world famous for its educational qualities.
- 4 It is written simply and concisely, and is well illustrated with "forms" and examples.