



Comptroller of the Currency  
Administrator of National Banks

US Department of the Treasury

ENSURING A SAFE AND SOUND  
NATIONAL BANKING SYSTEM  
FOR ALL AMERICANS

OCC BANKING RELATIONS

# A New Director's Challenge: Mastering the Basics

*Register Today!*

- Phoenix, AZ • February 25-27, 2008**
- Fort Myers, FL • April 14-16, 2008**
- Long Beach, CA • October 6-8, 2008**

**Workshop** *for Community  
Bank Directors*

# A New Director's Challenge

## Workshop for Comm

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“More than ever, our banking system depends on strong, knowledgeable directors — people who know how to ask the right questions and how to work effectively with each other. This workshop will equip you with the information you need to be a successful bank director.”

John Dugan  
Comptroller of the Currency

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The success and even some failures of community banks can often be attributed to the effectiveness of their directors. A broad knowledge of the financial services industry and the confidence to ask questions of bank management, auditors, and examiners will best enable directors to fulfill their duties and responsibilities successfully.

This workshop combines lectures, discussions, and exercises designed specifically for new directors of national community banks. This Mastering the Basics workshop includes discussions on:

- OCC structure and communication channels for directors.
- Role of the board versus management.
- Board committees and best practices.
- Significant board activities, including compensation and succession planning.
- CAMELS, specialty ratings, and bank composite ratings.
- Report of Examination — your blueprint for action.
- Managing risk with board reports.

### **Communicate with the Regulators**

You will interact with instructors who are experienced bank examiners from the OCC. They are seasoned professionals who regularly assess community bank risks and risk management systems and meet with bank managers and directors to discuss their findings and evaluations. They will share their experiences to help you improve your knowledge and skills. Enrollment is limited to 50 national community bank directors per workshop to allow for open and targeted dialogue. Pre-course reading materials will also be made available to enhance your workshop experience.

### **Who Should Attend**

This workshop is geared primarily to outside directors with less than three years of experience in a national community bank with assets less than \$1B. Longer tenured directors, who would like to review the basics, may also attend. Directors of new national community banks are encouraged to participate in this workshop.

## Meet the In



**Tom Munz**

*Assistant Deputy Comptroller,  
Central District*



**Karen Kwilosz**

*Director,  
Operational Risk Policy*



**Ron Algier**

*National Bank Examiner,  
Northeastern District*

# Age: Mastering the Basics

## Community Bank Directors

### AGENDA

Attire is business casual.

#### Reception

A reception will be held from 5:30 p.m. to 7:30 p.m. Monday evening. Attendees can meet informally with the OCC faculty. Hors d'oeuvres and beverages will be served.

#### Workshop

##### Monday

- |            |  |
|------------|--|
| 11:30 a.m. | Registration Opens   |
| 1:00 p.m.  | Introduction and Program Overview<br>Understanding the Regulatory Structure<br>Differentiating Board and Management Roles<br>Understanding Board Responsibilities<br>Industry Hot Topics |
| 5:15 p.m.  | Adjourn  |
| 5:30 p.m.  | Reception  |

##### Tuesday

- |            |   |
|------------|---|
| 7:00 a.m.  | Continental Breakfast   |
| 8:00 a.m.  | Activities of Effective Boards<br>Operating in a Regulated Environment                                      |
| 12:00 p.m. | Lunch   |
| 1:00 p.m.  | Overseeing the Audit Function<br>Working with Examiners<br>Deciphering CAMELS and the Report of Examination |
| 5:00 p.m.  | Adjourn   |

##### Wednesday

- |            |   |
|------------|---|
| 7:00 a.m.  | Continental Breakfast   |
| 8:00 a.m.  | Using the Uniform Bank Performance Report<br>Managing Board Information |
| 12:00 p.m. | Adjourn   |

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“A primary determinant  
in a bank’s success  
is quality oversight  
provided by an effective  
and qualified board of  
directors.”

Tim Long  
Senior Deputy Comptroller

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## Instructors



**Lori McNulty**

National Bank Examiner,  
Central District



**Dave Baker**

Assistant Deputy Comptroller,  
Western District



**Ramah Chansen**

National Bank Examiner,  
Licensing Division

## Dates and Locations

- **Phoenix, Arizona**  
February 25-27, 2008  
The Arizona Biltmore  
Hotel Reservations: (602) 955-6600  
Room Rate: \$299.00  
[www.arizonabiltmore.com](http://www.arizonabiltmore.com)
- **Fort Myers, Florida**  
April 14-16, 2008  
Sanibel Harbour Resort  
Hotel Reservations: (239) 466-4000  
Room Rate: \$269.00  
[www.sanibel-resort.com](http://www.sanibel-resort.com)
- **Long Beach, California**  
October 6-8, 2008  
Hilton Long Beach  
Hotel Reservations: (800) 445-8667  
Room Rate: \$174.00  
[www.hilton-longbeach.com](http://www.hilton-longbeach.com)

**Hotel room rates for each location are guaranteed until the following dates:**

**The Arizona Biltmore, Phoenix - February 11, 2008**  
**Sanibel Harbour Resort, Fort Myers - March 7, 2008**  
**Hilton Long Beach, Long Beach - September 5, 2008**

**Hotel rates for this program have been discounted. To make your reservation on a space available basis, please contact the hotel directly. Some hotels may honor the rate before and after the workshop. When making reservations, please mention the function name: OCC Bank Directors' Workshop. If you encounter difficulties in making your reservations, please call (336) 451-0557 for assistance.**

## Special Needs

If you require special accommodations to participate in this workshop, please call 202-874-6415.

## Registration Fee

The registration fee is \$100 payable at the time of registration.

The price includes:

- Pre-course reading package
- Course materials
- Continental breakfast, lunch, and reception
- CD of the OCC's popular telephone seminar on corporate governance

## Cancellation Policy

All cancellations must be in writing. Cancellations will be accepted by fax notification to 336-644-6205. If cancellation is received within one month of the workshop, no refund will be issued.

## Questions

For further workshop information, please call 336-451-0557 or send an e-mail to [regcenter@cmpmeetings.com](mailto:regcenter@cmpmeetings.com).



Comptroller of the Currency  
Administrator of National Banks

## OCC Community Bank Director

# A New Director's Challenge Workshop Registration Form

## PART 1

**February 25-27, 2008**  
Phoenix, AZ

**April 14-16 2008**  
Fort Myers, FL

**October 6-8, 2008**  
Long Beach, CA

Please register on-line at [www.cmpmeetings.com/occ](http://www.cmpmeetings.com/occ), fax registrations to 336-644-6205 or mail to CMP Meeting Services – Registration Center, 3505 Vernon Woods Drive, Summerfield, NC 27358, USA

- Registration will be accepted on a space available basis only.
- Registration fee for the workshop is **\$100.00 per participant**.
- **All cancellations must be in writing.** Cancellations will be accepted by fax notification to 336-644-6205. If cancellation is received within one month of the workshop, no refund will be issued.
- Completion of this form in its entirety is required for conference registration.

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### Bank Information

Bank Name: \_\_\_\_\_ Asset Size \$ \_\_\_\_\_  
(Millions)

Bank Address: \_\_\_\_\_  
Street  
\_\_\_\_\_  
City State Zip Code

Telephone: \_\_\_\_\_

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### Payment Information

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

Billing Address: \_\_\_\_\_  
Street  
\_\_\_\_\_  
City State Zip Code

Credit Card Type:  Amex  Visa  MC Expiration Date: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Signature of Cardholder: \_\_\_\_\_

If other payment arrangements are needed, please contact the reservation center: 336-451-0557 or [regcenter@cmpmeetings.com](mailto:regcenter@cmpmeetings.com)



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## OCC Community Bank Director

# A New Director's Challenge Workshop Registration Form

## PART 2

### Attendee Information

Name: Mr./Ms./Mrs./Dr. \_\_\_\_\_  
(Please circle one) First Name Last Name

Name on Badge \_\_\_\_\_  
First Name Last Name

Title: \_\_\_\_\_ Director:  Inside  Outside  Other

Attendee Address: \_\_\_\_\_  
Street

\_\_\_\_\_ City State Zip Code

Work Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

### Emergency Contact

Emergency Contact Name: \_\_\_\_\_  
(friend or family)

Emergency Contact Phone Number: (Home or Cell) \_\_\_\_\_  
(do not use the bank phone number)

### Special Needs/Comments

If you have special needs that may affect your participation in this event, please check here .  
OCC will contact you to discuss your needs.

If you have any comments or information concerning your registration that you wish to add, please do so below.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For workshop information, please contact 336-451-0557. Registration Center Hours: 8:30 a.m. – 5:00 p.m. EST.

FOR REGISTRATION CENTER USE ONLY

CONFIRMATION NUMBER: \_\_\_\_\_