

**MEMO# 13176**

February 20, 2001

## **FINAL PROGRAM FOR WORKSHOP FOR NEW FUND DIRECTORS**

[13176] February 20, 2001 TO: BOARD OF GOVERNORS No. 12-01 INVESTMENT COMPANY DIRECTORS No. 3-01 PRIMARY CONTACTS - MEMBER COMPLEX No. 15-01 SEC RULES MEMBERS No. 17-01 RE: FINAL PROGRAM FOR WORKSHOP FOR NEW FUND DIRECTORS The Investment Company Institute is pleased to offer a Workshop for New Fund Directors on April 3, 2001 in Washington, D.C. The one-day workshop will feature an overview of the role of investment company directors, including a discussion of the organization and operation of a mutual fund, the statutory and regulatory provisions relating to directors' and trustees' oversight responsibilities, and selected specific responsibilities of directors. Attendees will have an opportunity to discuss with experienced directors the most effective way to conduct board meetings and tools that may enhance their effectiveness. Finally, working in smaller groups acting as individual fund boards, the workshop participants will tackle some specific issues likely to face mutual fund board members. Registration for the Workshop for New Fund Directors is open to new fund directors; the program and materials are designed for directors with five (5) years' experience or less. Attendance at the workshop will be limited to 60 persons. A final program and registration form are attached to this memorandum. The registration form may be returned to the Institute by mail or fax at the address and/or fax number on the form. The workshop will be held at the St. Regis Hotel in Washington, D.C. The program will begin at 9:00 a.m. and will conclude by 4:30 p.m. If you plan to spend the night at the hotel on April 2nd, reservations should be made by contacting the hotel directly at 202/879-6911. Workshop participants should request the Investment Company Institute room rate of \$285. The cut-off date for room reservations is March 5, 2001. Marguerite C. Bateman Associate Counsel Attachments Attachment no. 1 (in .pdf format) 2