

# The Bahamas Institute of Financial Services

*"Building Professionals in the Financial Services Sector"*



# 2010 Annual Membership Packet

# The Bahamas Institute of Financial Services

*"Building Professionals in the Financial Services Sector"*

January 20th, 2009

Dear Sirs,

**Re: Membership Subscription 2009.**

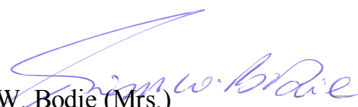
The Bahamas Institute of Financial Services extends sincere thanks and appreciation to all of its corporate members for their support throughout the course of 2008,

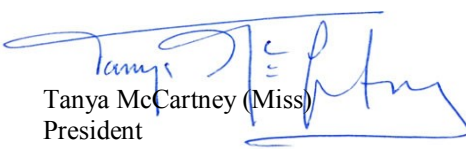
The mandate of the Bahamas Institute of Financial Services since inception in 1974 is to ensure that quality assured professional development and training opportunities are available to employees in the financial services sector at all levels.

We are pleased to report in the enclosed 2008 Annual review that our successes have been achieved as a result of members' confidence and employees' commitment to building career advancement by taking full advantage of the myriad of professional development programmes offered via The Institute.

Once again, on behalf of the Executive Committee and Council of the Institute we thank you for your support and enclose your annual subscription notice for payment for the period 2009/2010.

Yours sincerely,

  
Kim W. Bodie (Mrs.)  
Executive Director

  
Tanya McCartney (Miss)  
President

/KB

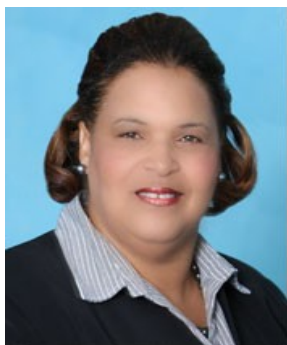
# 2010 Board Members



**Tanya McCartney**  
Managing Director, RBC FINCO  
*President, BIFS*

Tanya McCartney currently serves as Managing Director of RBC FINCO, being the youngest person to serve in this capacity. She joined RBC Royal Bank of Canada in June of 2006 as Regional Manager for Compliance for The Bahamas and Caribbean with responsibility for eight countries in the Caribbean (Bahamas, Cayman Islands, Barbados and 4 Eastern Caribbean countries).

She entered the financial services sector in 1999 as legal counsel and compliance officer for a private bank and has worked at a number of international financial institutions. Prior to this she served as Assistant Counsel in the Office of the Attorney-General, obtaining experience in civil litigation as well as in criminal prosecution.



**Mrs. Kim W. Bodie**  
*Executive Director, BIFS*

In November of 2006 Mrs. Bodie was appointed Executive Director of the Institute. This title change was approved by the Executive Council of BIFS to reflect the duties and responsibilities carried by her for the past ten years particularly in the areas of programme development, charting a strategic course for BIFS sustaining growth and development. She is presently enrolled in the Bachelor degree programme at the Nova SouthEastern University (Final year student). Prior to studying Management, Mrs. Bodie was enrolled in the Teacher Education (Home Economics) programme, and Secretarial Studies at the College of The Bahamas. In addition to her main responsibility of managing the Institute, she has served as Secretary and Co-chairperson of the Conference Committee for three consecutive years in the Bahamas Human Resources Development Association (BHRDA), Secretary and Treasurer of the Women's Ministry of Evangelistic Temple and member of L. W. Young School Board for two consecutive terms. In her final term on the Board she served as secretary to the Board.



**Jane Major**  
*Chairman, Education Committee*  
*Bank Privee Edmond de Rothchild*



**Glen Nottage**  
*Deputy Chairman, Education Committee*  
*Fidelity Bank Bahamas*



**Dave Smith**  
*Treasurer*  
*B A C Bahamas Bank Ltd*

# 2010 Board Members



**1st Vice President**  
**Mr. Hillary Deveaux**

Executive Director, The Securities Commission of The Bahamas

Mr. Deveaux was appointed Secretary to the Securities Board (the predecessor to the Securities Commission) on June 1, 1997. Prior to joining the Securities Commission, he served as General Manager of the Bahamas Agricultural and Industrial Corporation. Other appointments include Project Officer, Caribbean Development Bank in Barbados; Manager of the Eurodollar Division, Bank of New Providence in Nassau; Money Market Manager, Chemical International Finance Ltd. (a wholly owned subsidiary of Chemical Bank,) in New York; and Assistant Director, Research Department, Central Bank of the Bahamas.



**2nd Vice President**  
**Mrs. Michelle Patterson**

Michelle Patterson joined Ansbacher (Bahamas) Limited in 2002 as Head of Human Resources for the Caribbean region. She has been instrumental in developing the HR role as a strategic part of the business and has significantly contributed to the academic and professional development opportunities for Bahamian staff. Prior to joining Ansbacher Bahamas Limited, Mrs. Patterson held several senior positions in the hospitality industry with Trust House Forte in Sales & Marketing, Operations and Human Resources. She is a Director on the Board of The Bahamas Employers Confederation, The Bahamas Chamber of Commerce, Chairperson of the Compensation and Human Resource Managers Committees for the Association of International Banks and Trusts and is an active member of numerous professional, community and charitable organizations.

## 2009 Council Members

Barbara Barnes <i>Fidelity Bank (Bahamas) Ltd</i>	Anthea Cox <i>Commonwealth Bank</i>	Gena Brown <i>Bank of The Bahamas</i>
Sylvia Carey <i>Central Bank of The Bahamas</i>	Vernice Grant <i>Scotiabank (Student representative)</i>	Dillon Dean <i>Experta Trust Co (Bahamas) Ltd</i>
Niekia Horton <i>Lombard Odier Darier Hentsch Private Bank &amp; Trust</i>	Peggy Knowles <i>The Securities Commission of The Bahamas</i>	Helga Bethel <i>Scotiabank</i>
Tanya McCartney <i>RBC Finco</i>	Daphne Moss <i>RBC Trust</i>	Michelle Patterson <i>Ansbacher (Bahamas) Ltd</i>
Antoinette Russell <i>Credit Suisse (Bahamas)</i>	Dominique Lefevre <i>S G Hambros Bank &amp; Trust (Bahamas) Limited</i>	Jerome Godfrey <i>Bahamas Mortgage Corporation</i>

# New Course for 2010

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## ◆ Company Law, Practice, & Administration



The objective of this programme will be to have individuals demonstrate practical knowledge and understanding of the principles of company law, particularly company law and practice in The Bahamas. To apply that legal knowledge and understanding to practical, every-day company administration in a competent and comprehensive manner. To critically assess, analyse, and address the legal issues involved in general company law, practice, and administration. And to effectively communicate their knowledge and understanding of company law principles and practice and to create and recommend integrative, cost-effective, and highly responsive solutions to colleagues and clients within the work environment.

**START DATE: MARCH 2010**

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## ◆ Certified International Risk Management



Certified International Risk Managers will be capable of analyzing a variety of Enterprise Wide Risks and reaching sound risk mitigation strategy decisions. The programme will develop confidence in participants and enable them to build stronger knowledge for the mutual benefit of the financial institution and their colleagues. It also allows individual employees to earn a career-based diploma that recognizes their aptitude and professional competence in making risk assessment decisions.

**START DATE: MARCH 2010**

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## ◆ Certified Wealth Manager



This program is intended to be a follow on from the Certified Financial Planner and will develop competencies by acquiring higher level of mastery of the various techniques and tools associated with each section of knowledge. The CWMP will have a main focus of building wealth management strategies.

**START DATE: MARCH 2010**

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# Employee Development Programmes

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- ◆ Banking Certificate Programme
- ◆ ABIFS Programme
- ◆ Trustee Diploma Programme
- ◆ International Diploma in Anti Money Laundering & Compliance
- ◆ International Diploma in Financial Crime Prevention
- ◆ Certified Financial Planner
- ◆ Diploma in Fund Administration
- ◆ Certified Credit Professional
- ◆ MBA for Financial Managers & Finance Professionals



*Alicia Rolle*

Certified Financial Planner Top Student for 2007

*“The CFP program was well structured and gave the individual participating the opportunity to capture financial planning at its core. I thoroughly enjoyed the risk management sessions as well as the Estate planning sessions. I guess I would be more biased towards these areas since I am interested in Trust. The sessions allowed us to come up with practical solutions to problems that are not simply text book examples, but those that we would face on a day to day basis depending on the job we are engaged in. Also because the program, especially the estate planning session, used information pertinent to the Bahamas the concepts were easier to grasp as it was related to home.”*

# G12 Financial Services Certificate

The overall objective of the Programme is to equip a pool of young high school graduates with knowledge and skills needed for entry-level positions in the Financial Services Sector, such as banks, trusts, insurance, accounting, law etc. More specifically, the programme will achieve the following:

- Train students who show interest in a long-term career in the Financial Sector
- Stimulate students' interest in the work environment.

In 2008 seventeen (17) students graduated from the programme with excellent reports with all of them obtaining placements at the College of the Bahamas and with the top graduate continuing her studies at Johnson and Wales University in Rhode Island.

We were also pleased to learn of students' success in the summer internship where several of the corporate sponsors offered employment for a period of four (4) and in one case six (6) weeks.

We would like to thank the following institutions in 2008 for their sponsorship:

- \* The Central Bank of the Bahamas
- \* Bank of the Bahamas International
- \* Commonwealth Bank
- \* Clariden Leu Ltd Nassau Branch
- \* Royal Bank of Canada
- \* RBC/Finco
- \* Ministry of Finance



*“I would like to take this opportunity to thank the Executive Management and staff of BIFS for giving me the opportunity to complete my G12 Financial Services Certificate Programme. It is an excellent programme for Grade 12 students. I have certainly gained a better understanding of the Financial Services Industry, which has helped me to make my decision to pursue a career in Financial Services”*

Patrice Theophilus,  
Most outstanding student for 2009

## Thank You!

# Workshop & Seminars for 2010



## Lunch and Learn Leadership Series

“Lunch & Learn” is an interactive business seminar series which explores topical legal, corporate, and compliance issues affecting financial services institutions, business professionals, clients, service providers, employees, and other stakeholders within the Bahamian financial services industry.

The seminars will incorporate theoretical principles, practical case studies, integrative application to real business issues, and provocative discussion on various topics ranging from estate planning essentials, e-commerce, and corporate administration to directors’ duties, investment funds, trusts, and corporate governance.

Seminar participants will enjoy 1 ½ hour sessions during lunchtime, accompanied by a sumptuous lunch, and will be provided with useful course materials. Continuing professional education (CPE) credits may be earned for participation in the seminars and a Certificate of Attendance will be presented to all participants.

### Topics: Yvette Bethel

- \* From Management to Leadership
- \* Leadership and Emotional Intelligence
- \* Effective Communication Strategies
- \* Conflict Management Strategies
- \* Coaching for Higher Performance
- \* Harnessing Diversity to Improve Team Effectiveness
- \* Linking Time Management and Profitability
- \* Change Management in Tough Times

### Topics: Tyrone Fitzgerald

- \* Anticipating Arbitration: An Overview of the Benefits of Arbitration for Financial Services Businesses
- \* Translating and Transacting Business with Tax Information Exchange Agreements
- \* Controlling Consumer Debt and Creditors
- \* Getting Paid in a Liquidation
- \* Managing Mortgages and Purchasing Property
- \* Creating Companies
- \* Investing in Investment Clubs and Collective Schemes
- \* Coping with Copyright, Trademarks, and Patents
- \* Non-Profit Companies and Non-Profit Management
- \* Essential Employment Law and Practice
- \* Compliance Essentials for Financial Services Institutions
- \* Corporate Governance and Directorships

# MEMBERSHIP BENEFITS



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## REGULATORS & SENIOR MEMBERS

(Permanent Position on Council)

- \* Framed Membership Certificate
- \* Name Displayed at the Institute Premises
- \* Four BIFS Pin
- \* Training Facilities
- \* Free Advertisement on BIFS Web-site
- \* Discounts on quarterly seminars workshops
- \* Discounted Employee Tuition

## ASSOCIATE MEMBER

- \* Membership Certificate
- \* Name Displayed at the Institute Premises
- \* Two BIFS Pin
- \* Training Facilities
- \* Free Advertisement on BIFS Website
- \* Discounts on quarterly seminars and workshops
- \* Discounted Employee Tuition

## REGULAR MEMBERS

- \* Membership Certificate
- \* Name Displayed at the Institute Premises
- \* One BIFS Pin
- \* Training Facilities
- \* Free Advertisement on BIFS Website
- \* Discounts on quarterly seminars and workshops
- \* Discounted Employee Tuition

# Application Form



Ms. Tanya McCartney  
President  
The Bahamas Institute of Financial Services  
P O Box n 3202  
Nassau, Bahamas  
Tel: 242-325-4955  
Email: [info@bifs-bahamas.com](mailto:info@bifs-bahamas.com)

Business Information			
Company Name			
Business address			
Business phone			
Business fax			
Business e-mail address			
Web page address			

Managing Director/CEO Information	
Full name	
Email address	
Human Resource Manager Information	
Full name	
Direct Work Number	
Email address	

Membership Fee Structure	
Regulators	\$6,000
Senior Members	\$5,500
Associate Members	\$3,500
Regular Members	\$1,000