



Comptroller of the Currency  
Administrator of National Banks

US Department of the Treasury

OCC BANKING RELATIONS

# A New Director's Challenge: Mastering the Basics

*Register Today!*

**■ Orlando, FL**

— *March 23-25, 2009*

**■ Dallas, TX**

— *October 5-7, 2009*

**■ Greenwich, CT**

— *April 20-22, 2009*

**■ St. Louis, MO**

— *November 2-4, 2009*

**■ Denver, CO**

— *July 6-8, 2009*

Workshop

Workshop *for* Community Bank Directors

## A New Director's Challenge: Mastering the Basics

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. Discussion topics include:

- OCC structure and communication channels for directors
- Roles of the board and 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 optimize the opportunity 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 \$1 billion. 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 Instructors



**Tom Munz**

*Assistant Deputy Comptroller,  
Central District*



**Ron Algier**

*National Bank Examiner,  
Northeastern District*



**Dave Baker**

*Assistant Deputy Comptroller,  
Western District*



**Mark O'Dell**

*Deputy Comptroller,  
Operational Risk Division*



**Ralph DeLeon**

*National Bank Examiner,  
Banking Relations Division*

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

Reaction from Past Participant



**Lori McNulty**

National Bank Examiner,  
Central District



**Scott Schainost**

Assistant Deputy Comptroller,  
Northeastern District

*“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

## AGENDA

Attire is business casual.

### Reception

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

### Workshop

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#### Monday

- 11:30 a.m. Registration Opens
- 1:00 p.m. Introduction and Program Overview
  - Understanding the Regulatory Structure
  - Differentiating Board and Management Roles
  - Understanding Board Responsibilities
  - 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
  - Operating in a Regulated Environment
- 12:00 p.m. Lunch
- 1:00 p.m. Overseeing the Audit Function
  - Working with Examiners
  - 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
  - Managing Board Information
- 12:00 p.m. Adjourn

## Dates and Locations

- **Orlando, Florida**  
March 23-25, 2009  
Royal Plaza Hotel  
Hotel Reservations: (800) 248-7890  
Room Rate: \$179.00  
www.royalplaza.com
- **Greenwich, Connecticut**  
April 20-22, 2009  
Hyatt Regency Hotel  
Hotel Reservations: (203) 637-1234  
Room Rate: \$122.00  
www.greenwich.hyatt.com
- **Denver, Colorado**  
July 6-8, 2009  
Westin Tabor Center Hotel  
Hotel Reservations: (303) 572-9100  
Room Rate: \$149.00  
www.westin.com/taborcenter
- **Dallas, Texas**  
October 5-7, 2009  
Westin Park Central Hotel  
Hotel Reservations: (888) 627-7032  
Room Rate: \$199.00  
www.westin.com/parkcentral
- **St. Louis, Missouri**  
November 2-4, 2009  
Hilton St. Louis at the Ballpark  
Hotel Reservations: (877) 845-7354  
Room Rate: \$125.00  
www.stlouisballpark.hilton.com

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

Royal Plaza Hotel, Orlando, FL  
— February 20, 2009

Hyatt Regency Hotel, Greenwich, CT  
— March 30, 2009

Westin Tabor Center, Denver, CO  
— June 5, 2009

Westin Park Central, Dallas, TX  
— September 13, 2009

Hilton St. Louis at the Ballpark, St. Louis, MO  
— October 16, 2009

Hotel rates for this program have been discounted. To make your reservations 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.

## Reception

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

## 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

## Special Needs

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

## Cancellation Policy

All cancellations must be in writing. Cancellations will be accepted by e-mail to [regcenter@cmpmeetings.com](mailto:regcenter@cmpmeetings.com) or 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).



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# OCC Community Bank Director A New Director's Challenge Workshop Registration Form PART 1

**March 23-25, 2009**  
Orlando, FL

**April 20-22, 2009**  
Greenwich, CT

**July 6-8, 2009**  
Denver, CO

**October 5-7, 2009**  
Dallas, TX

**November 2-4, 2009**  
St. Louis, MO

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

- Registrations will be accepted on a space available basis only. A wait list will be established for all locations at which sessions are at maximum capacity.
- Registration fee for the workshop is **\$100 per participant**.
- **All cancellations must be in writing.** Cancellations will be accepted by e-mail to [regcenter@cmpmeetings.com](mailto:regcenter@cmpmeetings.com) or 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.
- Registration is not complete until you receive your confirmation letter in the mail.

## Bank Information

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

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

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

## Payment Information

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

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

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

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

Security Code: \_\_\_\_\_

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

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

Daytime 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. ET.

**Registration is not complete until you receive your confirmation letter in the mail.**

FOR REGISTRATION CENTER USE ONLY

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