



Comptroller of the Currency  
Administrator of National Banks

US Department of the Treasury

OCC BANKING RELATIONS

# A Director's Challenge: Mastering the Basics

*Register Today!*

**■ San Diego, CA**

— *February 1-3, 2010*

**■ Chicago, IL**

— *May 17-19, 2010*

**■ Philadelphia, PA**

— *April 12-14, 2010*

**■ Houston, TX**

— *September 13-15, 2010*

Workshop *for* National Community Bank Directors

## A 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 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 risk 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 35 national community bank directors per workshop to allow 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 of national community banks that have assets less than \$1 billion. Management directors could also benefit from attendance. Directors of new national community banks are encouraged to participate in this workshop.

*“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 C. Dugan,  
Comptroller of the Currency

## Meet the Instructors



**Tom Munz**

Assistant Deputy Comptroller,  
Central District



**Ron Algier**

National Bank Examiner,  
Northeastern District



**Lori McNulty**

National Bank Examiner,  
Central District



**Dave Baker**

Assistant Deputy Comptroller,  
Western District



**Mark O'Dell**

Deputy Comptroller,  
Operational Risk Division

## 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 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  
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  
Deciphering CAMELS and the Report of Examination
- 5:00 p.m. Adjourn

#### Wednesday

- 7:00 a.m. Continental Breakfast
- 8:00 a.m. Working With Examiners  
Using the Uniform Bank Performance Report  
Managing Board Information
- 12:00 p.m. Adjourn

*“Extremely  
valuable workshop.  
Highly recommend  
that all directors  
attend.”*

Outside director  
Nine years on board  
\$300 million national bank



**Scott Schainost**  
Assistant Deputy Comptroller,  
Northeastern District



**Kim Scherer**  
National Bank Examiner,  
Western District



**Randy Ryskamp**  
District Counsel,  
Southern District



**Ralph DeLeon**  
National Bank Examiner,  
Banking Relations Division

## Dates and Locations

- **San Diego, California**  
February 1-3, 2010  
Hyatt Regency Mission Bay  
Hotel Reservations: (800) 233-1234  
Room Rate: \$165.00  
[www.missionbay.hyatt.com](http://www.missionbay.hyatt.com)
- **Chicago, Illinois**  
May 17-19, 2010  
InterContinental Chicago Hotel  
Hotel Reservations: (800) 235-4670  
Room Rate: \$209.00  
[www.icchicagohotel.com](http://www.icchicagohotel.com)
- **Philadelphia, Pennsylvania**  
April 12-14, 2010  
Park Hyatt Philadelphia  
Hotel Reservations: (800) 778-7477  
Room Rate: \$166.00  
[www.parkphiladelphia.hyatt.com](http://www.parkphiladelphia.hyatt.com)
- **Houston, Texas**  
September 13-15, 2010  
InterContinental Houston Hotel  
Hotel Reservations: (800) 316-8645  
Room Rate: \$110.00  
[www.intercontinental.com/houston](http://www.intercontinental.com/houston)

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

Hyatt Regency Mission Bay, San Diego, CA  
— December 30, 2009

Park Hyatt Philadelphia, Philadelphia, PA  
— March 17, 2010

InterContinental Chicago Hotel, Chicago, IL  
— April 23, 2010

InterContinental Houston Hotel, Houston, TX  
— August 26, 2010

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:

- Course materials
- Continental breakfast, lunch, and reception
- CD of the OCC's popular telephone seminar on corporate governance
- Bank Director's Toolkit, which includes The Director's Book, Red Flags in Board Reports, and the Internal Controls guide

## 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 a cancellation is received less than one month before the workshop, no refund will be issued.

## Questions

For additional 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 National Community Bank Director A 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: \_\_\_\_\_

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

Assistant's 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: \_\_\_\_\_