



COMMUNITY BANKERS ASSOCIATION OF ILLINOIS

Webinar – On-Demand Web Link

Notary Essentials, Legalities & Best Practices

Thursday, June 28, 2018

2 - 3:30 p.m.

It is essential that notaries understand their duties and responsibilities. Individuals assume personal liability when serving as a notary, but their employer can also be held liable. In the financial services industry, notaries are required for many transactions. However, there are times when notaries feel uncomfortable with their role and/or the transaction. This program teaches notaries how to understand and correctly execute their duties and responsibilities, with a focus on important financial industry issues and best practices.

HIGHLIGHTS

- Duties and responsibilities of a notary
- Most common errors made by a notary
- A notary's personal liability
- Potential liability of the financial institution as the notary's employer and how to avoid it

TAKE-AWAY TOOLKIT

- Summary of notary requirements for every state
- Employee training log
- Quiz you can administer to measure staff learning and a separate answer key

Attendance verification for CE credits provided upon request.

WHO SHOULD ATTEND?

This informative session benefits notaries, managers, compliance personnel, auditors, and attorneys.

ABOUT THE PRESENTER

Elizabeth Fast, JD, CPA, is a partner with Spencer Fane LLP where she specializes in the representation of financial institutions. Fast is the head of the firm's training division. She received her law degree from the University of Kansas, Lawrence, and her undergraduate degree from Pittsburg State University. In addition, she has a Master of Business Administration degree and she is a Certified Public Accountant. Before joining Spencer Fane, she was general counsel, senior vice president, and corporate secretary of a \$9 billion bank with more than 130 branches, where she managed all legal, regulatory, and compliance functions. She is a member of the Missouri State Banking Board by appointment of the governor.

THREE REGISTRATION OPTIONS

1. LIVE WEBINAR

The live webinar option allows you to have one telephone connection for the audio portion and one Internet connection (from a single computer terminal) to view online visuals as the presentation is delivered. You may have as many people as you like listen from your office speaker phone. Registrants receive a toll-free number and pass code that allow entrance to the seminar. The session is approximately 90 minutes, including question and answer sessions. Seminar materials, including instructions, PIN number, and handouts are emailed to you prior to the broadcast. You need the most-current version of Adobe Reader available free at www.adobe.com.

2. ON-DEMAND WEB LINK**

Can't attend the live webinar? The ON-DEMAND WEB LINK** is a recording of the live event including audio, visuals, and handouts. We even provide the presenter's email address so you may ask follow-up questions. Within five business days following the webinar, you are provided with a web link that can be viewed anytime for the next six months. This link expires six months after the live program date.

3. BOTH LIVE WEBINAR AND ON-DEMAND WEB LINK**

Includes options 1 and 2 above.

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AFFORDABLE TRAINING, WHEN AND WHERE YOU CHOOSE.

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