

Which Company Secretary Model Should Your Organisation Use?

This short checklist aims to provide a list of key questions to help you determine if your company secretary should be an internal full-time company secretary, a dual-role company secretary or an external professional contract company secretary.

To help determine the best company secretary model for your organisation, consider the following:

1. Assess the size and complexity of the organisation

- Is the organisation large and complex?
- Does it have numerous departments and intricate governance requirements?

2. Evaluate budget constraints

- What is the budget allocated for the company secretary role?
- Are there financial limitations that require a cost-effective solution?

3. Determine your governance needs

- How important is maintaining independence in the company secretary role?
- Are there specific governance challenges that need to be addressed?

4. Understand organisational culture

- Is the organisational culture collaborative or hierarchical?
- How important is internal knowledge of the organisation and its dynamics?

5. Consider Succession Planning

- How critical is the ease of transitioning the role to another individual?
- Is there a need for long-term continuity in the company secretary position?

6. Assess Time Management and Accessibility

- How crucial is the availability of the company secretary?
- Will the individual be able to balance the role with other responsibilities if it is a dual-role position?

7. Evaluate the Importance of Professional Training

- Is professional training in corporate governance a must for the role?
- Can the organisation afford to provide additional training if needed?

Read our in-depth article: <https://www.ourcatherder.com/governance/company-secretary-model/>

[Sign up to a 45-day free trial of Our Cat Herder](#) to help your company secretary streamline the administration of your board.



Start your free trial

Rest easy knowing your board
administration is all sorted.

OurCatHerder.com 