



Our flexible options

Detailed below are a range of service offerings that clients can consider to meet their company secretarial needs. We have briefly set out what services are usually provided under each option, however these can be tailored to meet the particular needs of the client and we would be pleased to discuss a detailed scope with you. Please note that none of the services include the provision of legal advice.

Service Offering	Overview	Indicative time commitment and fee structure ¹
Company secretarial mentoring	<p>This option is suitable for organisations that have an existing company secretary or minute taker who is providing company secretarial support to the board.</p> <p>We provide mentoring and support in these circumstances to:</p> <ul style="list-style-type: none"> > help internal resources manage their workload where there is higher than usual demand, and > assist in enhancing corporate governance practices and processes, which leads to improved compliance and board performance. 	<ul style="list-style-type: none"> > In our experience, this service can generally be provided over an aggregate of approximately 1 to 2 days per month. > To be as cost effective as possible, we ordinarily provide the service virtually.
Minute taking services	<p>Our experience has found that organisations who have resource and budgetary constraints often have restrictions in engaging company secretarial services.</p> <p>However, we can assist by providing minute taking services which entail one of our Consultant Company Secretaries:</p> <ul style="list-style-type: none"> > circulating meeting papers compiled by management > attending board and/or committee meetings to record the minutes of the meeting and any actions arising, and > circulating draft meeting minutes and actions list to the meeting chair and other directors for review. <p>This service allows the organisation to redirect internal resources from this task, whilst also ensuring minutes are accurately recorded in line with good governance practice.</p>	<ul style="list-style-type: none"> > This service is provided on a time spent basis, with estimated time commitment ordinarily being between 2 and 3 times the duration of the meeting being minuted. > This time estimate takes into account pre meeting preparation and post meeting tasks such as finalising the minutes and action list and seeking Chair approval. > This minute taking service is delivered on a fee for service basis and invoiced monthly. We maintain a time sheet to record total hours spent on providing the services per month. > To be as cost effective as possible, we provide this service virtually. However, we can offer face to face minute taking, with a further travel fee applying in this instance.

¹ Time and cost commitment depends upon a number of factors including frequency of meetings and whether services are required for the board as well as board committees. We can provide a tailored proposal based on your needs and we will also confirm the anticipated time commitment per month as part of our onboarding process. Where travel is required to attend meetings in person, an additional fee might apply.



Service Offering	Overview	Indicative time commitment and fee structure ¹
<p>Company secretarial support</p>	<p>For organisation seeking the services typically provided by an in-house company secretary, we provide a full suite of professional company secretarial services including:</p> <ul style="list-style-type: none"> > attending board and committee meetings and preparing all agendas, minutes of meeting (for subsequent confirmation by the board) and action lists > attending the AGM and preparing the agenda, minutes of meeting and papers, and assisting with the director election process > ensuring board level compliance with statutory obligations under relevant laws and regulations > maintaining statutory records and registers > advising directors and officers in their directorial and/or governance obligations and responsibilities, including disclosure and conflicts of interest², and > advising the organisation on appropriate ‘best fit’ governance benchmarks. <p>Where an organisation employs an administrative assistant to support the board, our Consultant Company Secretary can also liaise with, and oversee, the corporate administrative tasks undertaken by the administrative assistant. This approach can assist organisations in managing their costs to ensure they get the most value for money from our services.</p>	<ul style="list-style-type: none"> > In our experience, these services can generally be provided over an aggregate of approximately 3-4 days per month. > While we can offer a variety of fee arrangements to meet our client’s requirements, we ordinarily provide the service on retainer basis to secure our Consultant Company Secretary’s services for a minimum number of days per month.
<p>Establishing an internal company secretariat function</p>	<p>We have extensive experience establishing company secretariat functions and associated governance processes within a range of organisations.</p> <p>We ordinarily provide company secretarial support to the organisation in addition to this service which focuses on establishing the relevant policies and processes to support an internal company secretary to perform the role on a longer term basis. This service is provided on a one-off project basis.</p>	<ul style="list-style-type: none"> > This fee will vary from project to project and will depend on the scope. Our fee will be agreed upfront with the client based on the information provided by them to scope the services > Directors Australia will seek a portion of the fee upon commencement and progress payments during the project upon achievement of agreed milestones or timings.

² Where detailed or more complex governance advice is required, we will provide a stand alone proposal to deliver governance advice of this nature.