



# 15

**Top tips on how  
to get the most  
out of your  
company  
secretarial team**



The Company Secretary is a strategic position within an organisation that drives the governance agenda forward. Company Secretarial teams often find themselves snowed under with the day-to-day administration, but they should look beyond this and embrace this multidisciplinary role.

We have set out 15 top tips to help get the most out of your Company Secretarial team and drive good governance alongside the admin tasks.

## Prepare

- 1 Build in-depth knowledge of the organisation; it will enable you to add true value and write a good set of minutes;
- 2 Stay up to date with the rules and regulations; it forms the basis of effective advice to the board;
- 3 Be prepared to think on your feet and always be one step ahead by foreseeing the boardroom discussions so that you can effectively participate;
- 4 Prioritising the workload ensures the most effective and efficient use of time;
- 5 Build a team of hard working smart CoSecs;

## Manage

- 6 Create systems and processes for repetitive work to ensure consistent output and to streamline the process;
- 7 Create a great team culture and set individual's goals based on the team's goals;
- 8 Ensure that the team has a voice which is heard and the leaders of tomorrow are well supported but also challenged;
- 9 Ensure adequate time is allocated to enable good quality team engagement;

## Delegate

- 10 Delegate the work effectively and ensure proper checks are in place, delegation not only helps you to focus on other important tasks but also guides, leads and helps build the team;
- 11 Delegate admin work that should not fall to the team; CoSec are not an admin function;

## Elevate

- 12 Identify gaps and areas of development in governance for yourself and the team;
- 13 Break the bureaucratic thinking and participate in board discussions wherever possible;
- 14 Build a strong network of CoSecs and interact with them; discuss issues and find creative solutions together;
- 15 Be the driver of governance and strategy don't just execute it... **Become a Governance Guru.**