



Tel: 646-415-8489

Email: [craigeffrain@lawyer.com](mailto:craigeffrain@lawyer.com)

[www.effrainlaw.com](http://www.effrainlaw.com)

---

## Corporate Secretary & Governance Counsel



- Every organization needs a corporate secretary but retaining a full-time experienced secretary may not be cost efficient.
- Mr. Effrain can serve as your organization's secretary, preparing resolutions and minutes and providing counsel on corporate governance and best practices.

- \* A corporate secretary is essential for the proper functioning of the board of directors.
- \* An experienced corporate secretary can enhance the operation of the board and its committees.
- \* Mr. Effrain has served as corporate secretary for insurance companies, physician practices, administrative service companies and other for-profit businesses and not-for-profit organizations.



Mr. Effrain will tailor his services around your organization's needs. As necessary, he will prepare meeting agendas, board and committee minutes, prepare resolutions, advise the board on proper governance and best practices and review and design or update bylaws, board guidelines and committee charters.

Please contact Craig Effrain to discuss at [craigeffrain@lawyer.com](mailto:craigeffrain@lawyer.com) or by calling 646-415-8489.