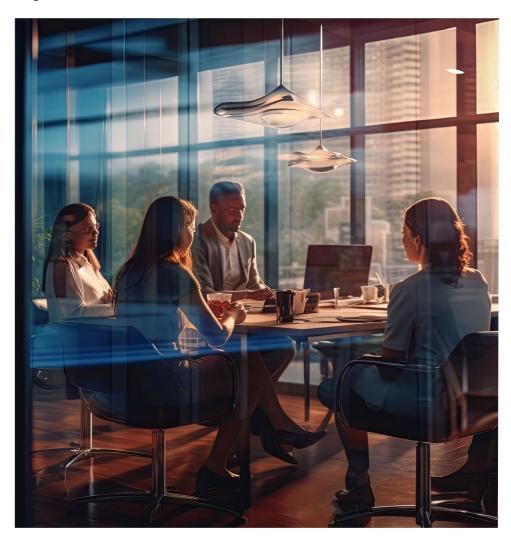


Support for your Board Meeting

Legal Services









Our Services

Our team has many years of experience in Corporate Governance, working with a variety of different businesses across a range of sectors. To support you with your regular Board meetings, we can assist you by:

- Preparing and sending invitations for board meetings during a year.
- Collecting and review of board material to ensure correct timing and clarity for board members.
- Attending board meetings and taking minutes
- Drafting minutes and circulation of draft minutes.
- Finalising minutes together with the chair.

Time Scale

We would anticipate being able to deliver a draft invitation to the meeting within 5 business days after receipt of the articles of association or terms of reference and a draft of the minutes within 5 business days after the meeting has taken place.

Next steps

- If you would like to use our services, we will send you a proposal document outlining our services in more detail, along with our fees.
- Our proposal will remain valid for 30 days from the date of issue.

Key Contacts



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Herrington Carmichael is a full service law firm offering legal advice to UK and international businesses as well as individuals and families

Business services

Banking & Finance Commercial Law Corporate Law Corporate Governance Data, IT & Technology Debt Recovery Disputes & Claims Intellectual Property International Services Property Law Recovery & Insolvency Regulatory & Competition Start-Ups / New Businesses

Individual services

Divorce & Family Law

Employmen	t Law
Expat legal .	Advice
Disputes &	Claims
Immigration	Law
Internationa	l Law
Money, Tax	and Inheritance
Lasting Pov	vers of Attorney
Probate & E	state Administration
Property La	w
Property - Residential Conveyancing	
Recovery & Insolvency	
Wills, Trusts	and Probate









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