



Here's the third of the 21 hats that the corporate secretary wears (here's [the blog](#) about the second hat): "You're in the middle of the spider web. Some describe the corporate secretary job as the following: "consider the board as a wheel: you're the hub and the directors are the spokes."

It's not that you're this important all-knowing person. Rather, you're the vehicle through which information comes and goes. You don't want information flying all over the place, so that the board goes veering off course and isn't staying true to a strategic path. The corporate secretary is in essence the "information portal."

Directors come to you, not the CEO. "I have a question about X, I want to talk to so-and-so." You're going to put them in touch with the right person. You're not looking to insert yourself in that conversation. Instead, you're going to act as the facilitator."

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