



Secretary

POSITION DESCRIPTION

The Secretary is elected at the P&C Association's Annual General Meeting.

The Secretary is responsible for the main administrative tasks of the P&C Association, including but not limited to notification of the meetings, setting the agenda and minute taking and dissemination of these minutes to the members.

Notice of Meeting Regulations

P&C Constitution by-laws state that P&C Associations meet on a regular day each month 'during term time' at the school. Secretaries may use the P&C newsletter, school newsletter/website, school sign, or other means to promote meetings. Motions on Notice, issues, and events to be discussed should be advertised along with names of guest speakers.

Agenda

An agenda is a list of items of business to be considered at a meeting. An Agenda should include the name of the organisation, the type of meeting (e.g., Annual General Meeting, General or special meeting); where the meeting will be held; the date the meeting will be held and time the meeting will commence.

An Agenda should contain the following;

1. Welcome and formal opening of meeting
2. Apologies
3. Minutes of the previous meeting (Receipt/Amendments/Adoption)
4. Business arising from the previous meeting Minutes
5. Correspondence
6. Reports: President's report / Treasurer's report / Sub-committee reports / Principal's
7. General Business
8. Close

An agenda for Annual General Meetings will be like the above with the inclusion of items that only occur at an AGM such as election of Officers and Executive, appointment of the Auditor, membership fees, by-law changes etc.

Specific Duties

This specifically involves:

- The secretary is responsible for carrying out the administration tasks related to the decisions of the meetings as resolved.
- The secretary prepares, in consultation with the President, all meeting agendas
- The secretary is required to attend the P&C Association meetings and take notes of the proceedings to produce a set of minutes for adoption at the following meeting (In the absence of the secretary, the member taking minutes should be documented in the minutes)
- The secretary is responsible for the dissemination of the meeting minutes to members
- The secretary is responsible for receiving and tabling all correspondence as well as writing and dispatching outgoing mail
- The secretary will be signatory on bank accounts
- The secretary is responsible for issuing notice of all meetings and maintaining official records of the P&C Association, such as the constitution, by-laws, rules of subcommittees, Incorporation Certificate, ABN details, list of financial (voting) members, minutes and attendance book
- The secretary will maintain and update the email list of members for the dissemination of meeting minutes and correspondence

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