



## SECRETARY

It is the role of the Secretary to:

- organise meetings (including agenda, venue, meeting notification etc);
- record the minutes of Executive and General Meetings;
- attend to inward and outward correspondence;
- distribute minutes, information and correspondence to P&F members as required; and
- maintain a record of P&F minutes, the P&F Constitution and correspondence.

The Secretary is central to the efficient operation of the P&F.

An effective Secretary needs good organisational skills and an ability to collaborate with the President/Chair. Also needed is the ability to establish a good working relationship with the office staff of the school regarding P&F matters such as display of minutes of meetings; promotion of events (posters, fliers); collection of mail; items and dates for the school newsletter etc.

### Preparation for meetings

The Secretary should:

- ensure that members are notified of date, time and venue of meeting;
- receive agenda items in accordance with the Constitution;
- develop the agenda in consultation with the Executive Committee;
- list pertinent correspondence that requires the meeting's attention; and
- advise the Chairperson of any visitors and list apologies.


### At the meeting

The Secretary should:

- record attendance (an attendance book can be used or each name can be recorded in the minutes);
- provide copies of the agenda for attendees;
- record all important discussions and decisions made;
- have available any documents that relate to the agenda; and
- distribute important reports and other incoming material as required.

### Between meetings

The Secretary should:

- complete the minutes as soon as possible after the meeting;
  - attend to all correspondence required by the meeting or Chairperson;
  - list all inward and outward correspondence in a record book and file copies of all letters written;
  - record any P&F property and co-operate with the Treasurer on all relevant matters; and,
  - regularly clear mail and keep the President fully informed on all issues.
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## MINUTES OF MEETINGS

Should include:

- start and finish times;
- a list of those present, apologies and date of next meeting;
- a record of all decisions and motions (including names of movers and seconders); and,
- a concise summary of reports given and discussions had at the meeting.

and should be written:

- in a succinct, accurate, objective and professional way; and
- to avoid interpretation, opinion and prejudice.

(Sample minutes can be found at Appendix A)

The P&F Executive may also decide to provide a summary of the minutes in the school newsletter with the permission of the Principal. A sample can be found at Appendix B.

