



## **ROLE OF THE SECRETARY**

The Secretary is responsible for carrying out the decisions of the meeting—unless otherwise stipulated—and is also responsible for a range of routine administrative tasks.

The Secretary prepares, in consultation with the President, all meeting agendas.

The Secretary is required to:

Attend every association meeting and take notes of the discussions in order to produce a set of minutes for subsequent distribution to members and for possible amendment and adoption at the following meeting. (In the absence of the Secretary the meeting may elect a person to take the minutes.)

Receive and table incoming correspondence.

Write and dispatch outgoing correspondence as required.

Give notice of meetings.

Convene special meetings when requested.

Provide information as requested by the P&C Federation.

Maintain official records of the P&C Association such as:

- The constitution, by-laws, rules of sub-committees.

- Incorporation Certificate.

- ABN details.

- List of financial (voting) members.

- Minutes.

- Attendance book.

- Correspondence.

### **NOTICE OF MEETINGS**

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 school newsletter or web site (with Principal's agreement), school sign, or other means to advertise meetings. Motions on Notice, issues and events to be discussed can be advertised along with names of guest speakers.

### **AGENDA**

An agenda is a list of items of business to be considered at a meeting.

A sample agenda is available on the P&C Federation website—fact sheet 13.

### **MINUTES**

Minutes are a formal brief summary of proceedings at meetings. Accurate minutes officially record decisions, resolutions and actions to be taken and by whom. They provide evidence of expenditure authorized, inform members not present at the meeting, provide documentary evidence for audit purposes and provide a permanent record of the P&C Association's history.