



# *John Purchase Public School Parents' & Citizens' Association*

*"Participate and Communicate"*

## **Secretaries Role and Responsibilities**

The role of the P&C Secretary is primarily to ensure the business matters of the Association are clearly and fully documented and are made available to the school community. It is an administrative role but a very important one. The duties will involve:

- Attending all General meetings and take minutes of the proceedings. The minutes are considered official records and as such they need to concisely reflect the discussion and decisions taken (Motions).
- Circulate the minutes within the Executive Committee and school community within fourteen days of the meeting.
- Dealing with and responding to correspondence pertaining to Association matters in consultation with the President.
- Consulting with the President to ensure an agenda is prepared, published and distributed within 7 days prior to the next meeting.
- Monitor matters for further discussion and follow up.
- Maintain official records of the Association and to hand these records on to his/her successor.
- Be familiar with the Associations Constitution and rules and to make copies available to any new Executive members.
- Provide Executive Committee members with an up to date list of Executive Committee member's names, addresses and phone numbers, P&C letterheads, plus a copy of P&C policies, procedures and guidelines.
- Collection and logging of mail from the P&C post box