

**St Joseph's Merriwa
Parents and Friends Association**

Secretary – Job Description

The Secretary is central to the efficient operation of any organisation and as such they contribute to the overall successful running of St Joseph's Parents and Friends Association (P&F). The P&F committee is a friendly, dedicated team of volunteers who welcomes new members. As a volunteer the Secretary will ensure that their personal conduct and representation at meetings and various community events is in accordance with the Code of Conduct for Volunteers and in keeping with the Mission Statement of Merriwa St Joseph's.

The role of the Secretary is to:

- Liaise with the President and assist in the running of the meeting.
- Supply the President with information pertaining to the effective functioning of the meeting eg. Correspondence received, minutes recorded.

It is the Secretary's responsibility to:

- Prepare the Agenda in consultation with the President.
- Note the attendance and apologies at meetings
- Make available all Inward and Outgoing correspondence to the meeting
- Clear mail regularly and write any letters necessary to carry out P&F decisions promptly.
- Note any points of Agenda for the next meeting
- Prepare and circulate draft of minutes to President and Principal shortly after the meeting then ensure Draft Minutes are available from the school office. (Note: Minutes of a meeting provide a formal record of what decisions were made; what topics were discussed; what actions were agreed to and time frame within which they are to be completed. They should be prepared in an accurate, concise and timely manner, expressing only the facts, not the writer's opinion.)
- Provide a summary of Minutes for the school newsletter.
- File and organise all paperwork in an orderly manner

Minutes should include:

- Starting and finishing times
- List of those present, apologies and date of next meeting

- Record of all decisions and motions, expressed clearly and concisely

- In the case of motions: the names of the mover and seconder

Knowledge and Skills Required

The Secretary is someone who:

- Has excellent verbal and written communication skills and has good interpersonal skills.

- Knowledge of computers, the internet, Word, Excel, Power Point, and Publisher and will preferably have access to these at home.

- Able to maintain confidentiality at all times.
- Is well informed of all organisation activities.
- Attentive to details and time restraints.
- Is able to attend monthly committee members regularly.
- Is a member of the P & F, has a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees and agrees to abide by its policies.
- Good organisational skills
- Is positive and enthusiastic.
- Ability to work independently and as part of a team.
- Dedication, motivation, drive, ambition, and commitment to the task at hand.