

FACT SHEET 13: 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 despatch outgoing correspondence as required
- give notice of meetings
- convene special meetings when requested
- provide information as requested by P&C Federation
- maintain 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
 - Attendance book
 - Correspondence

Notice of Meeting

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.



Sample Agenda

The heading should include the name of the organisation, the type of meeting (eg 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.

1. President's welcome and opening remarks
2. Apologies
3. Minutes of the previous Annual General Meeting
4. Business arising from the minutes
5. Correspondence
6. Business arising from correspondence
7. Reports:
 - President's report
 - Treasurer's report
 - Sub-committee reports
 - Principal's report
8. Election of office-bearers:
 - President
 - Vice-Presidents (two)
 - Secretary
 - Treasurer
 - Sub-committee(s)
9. General Business
10. Election of auditor
11. Annual Membership fee to be determined
12. Date of next AGM
13. Close

An agenda for general meetings will be similar to the above with the exclusion of items that only occur at an AGM.

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 authorised, 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.

