**P & F SECRETARY - ROLE AND RESPONSIBILITIES**

# Secretary

It is the role of the Secretary to:

* Liaise with the President.
* Supply the President with information pertaining to the effective functioning of the meeting

e.g. Correspondence received, minutes recorded.

* Assist/support the President in the running of the meeting.
* To help the flow of information from the Secretary to the broader school community, a summary of each meeting can be included in the school newsletter; as well as displayed on the school website.

## Responsibilities:

It is the Secretary’ responsibility to:

* Manage the day to day communications and records of the P & F and Parent Council.
* Organise meetings, record accurate draft minutes and have them formalized at the subsequent meeting.
* Receive and deal with correspondence in a manner agreed upon by the executive committee.
* Maintain copies of minutes and such correspondence as is appropriate.
* Receive agenda items to assist executive in setting an Agenda
* Pass on records, in good order, to the incoming Secretary.