

The Role of a Secretary

A Simple Guide

The Secretary helps keep the School Association organised and running smoothly. They support the Chair by coordinating communication, preparing meeting agendas and notices, recording accurate meeting minutes, and maintaining important records. The Secretary acts as a key point of contact for committee members, helping to ensure everyone stays informed, decisions are documented, and actions are followed up between meetings.

The Secretary is required to:

- Receive items to be added to the agenda.
- Prepare the agenda in consultation with the Chair.
- Handle communication and correspondence.
- Circulate the agenda and any supporting papers in a timely manner.
- Advertise meeting dates and times.
- Take the minutes of the meeting.
- Circulate the minutes.
- Check that the agreed actions are carried out.
- Ensure the AGM is advertised at least 14 days prior.
 - Advertisement is to include place, day, time and business.
- Following up on actioned items and help keep committee activities on track.
- It is good practise for the Chairperson, Secretary and Principal meet prior to a committee meeting to form the agenda.

Important Actions for the Secretary

- Keep an up-to-date record of committee members and contact details.
- Maintain an organised file of meeting agendas, minutes, correspondence, and other Association records.
- Ensure meeting notices and agendas are distributed within required timeframes.
- Confirm minutes are reviewed and approved at the next meeting.
- Monitor and follow up outstanding action items between meetings.
- Support smooth communication between the Committee, school leadership, and the school community.
- Work closely with the Chair to prepare for meetings and manage committee business.

Helpful Tips:

Every School Association Committee has access to a Microsoft Teams page to store documents electronically. Speak with your School Business Manager or Principal to assign access to the committee.

Helpful Resources:

[Agenda Template](#)

[Minutes Template](#)

[Holding an AGM checklist](#)

