



MALANDA SHS SPECIFIC ROLE DESCRIPTION

	P & C Secretary	Date Published: 11 /02/ 19
<p>School MISSION: “Within a supportive learning environment, to ensure all our students develop the literacy and numeracy skills in junior secondary that will enable them to successfully meet our Service Commitment within the senior secondary years”.</p> <p>Role PURPOSE: To ensure the secretarial duties of the P&C are carried out offering effective communication and record keeping.</p>		

Role Relationships:	Primary Role:
School Principal P&C QLD P&C President P&C Executive Parents Staff Local businesses Wider school community Line Manager:	<ul style="list-style-type: none"> The P&C represents the school in the wider community and will champion the school, its students and staff. The Secretary will provide leadership in a manner in which the P&C can operate effectively whilst ensuring clear communication and record maintenance.

Next Date of Review: 12 / 12 /19

What is the work?	Desired outcomes
<i>Prepare and provide notice to members of upcoming meetings within the required time frames</i>	<i>Complete to schedule</i>
<i>Prepare and distribute meeting agendas to members</i>	<i>Complete to schedule</i>
<i>Prepare, distribute and present minutes of meetings to members</i>	<i>Complete to schedule</i>
<i>Act upon any directions given at meetings</i>	<i>Complete as required</i>
<i>Maintain a register of all incoming/outgoing correspondence and distribute correspondence promptly when required</i>	<i>Complete to schedule</i>
<i>Maintain a register of members, including life members</i>	<i>Complete to schedule</i>
<i>Maintain a Blue Card register for non-parent members, paid employees</i>	<i>Complete to schedule</i>
<i>Maintain a volunteer register at every site and activity where volunteers work on behalf of the P&C</i>	<i>Complete to schedule</i>
<i>Ensure a copy of the P&C's Constitution is accessible and available to members</i>	<i>Complete as required</i>
<i>Organise, record and maintain P&C documents, ensuring that all necessary records are retained/archived appropriately</i>	<i>Complete to schedule</i>
<i>Communicate through the school Executive Secretary</i>	<i>Complete as required</i>
<i>Contribute to the school weekly newsletter in collaboration with the president</i>	<i>Complete to schedule</i>
<i>Coordinate any transition of P&C email addresses to ensure that email is received by the appropriate officers</i>	<i>Complete to schedule</i>
MEETINGS	
<i>Assist the President to conduct meetings in accordance with the P&C handbook</i>	<i>Complete to required</i>
<i>Record the meeting minutes, following the framework of the agenda as outlined in the Constitution</i>	<i>Complete as schedule</i>
<i>Record details accurately (but succinctly)</i>	<i>Complete to schedule</i>
<i>Keep an attendance book, listing the full names of those who attend and those who provide an apology</i>	<i>Complete to schedule</i>
<i>Record motions clearly.</i>	<i>Complete to schedule</i>
<i>Make sure that every motion is moved by one member and seconded by another member.</i>	<i>Complete to schedule</i>
<i>Record the names of the mover and seconder in the minutes.</i>	<i>Complete as required</i>
<i>Read every motion back to the meeting to ensure the record is accurate and the meaning is as intended</i>	<i>Complete to schedule</i>
<i>Keep a motions register so that all motions are recorded in one convenient place and are easy to locate if needed; the motions register should identify the person who is to follow up any action</i>	<i>Complete as required</i>
<i>Ensure all monetary expenditure is recorded in the minutes.</i>	<i>Complete to schedule</i>