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Registered Charity Number: 800577

## **Secretary**

The Secretary ensures that the PTA runs smoothly and provides a link between the PTA, parents and the School. This requires good organisational and communication skills and being able to stick to deadlines.

### **Job function**

The Secretary is a key committee member as they are responsible for ensuring effective communication links.

The Secretary deals with all the correspondence that the PTA receives and helps the Chair ensure that committee meetings run smoothly. Building up a good relationship with the school admin team will help make sure that correspondence, sent to the school, is passed onto the PTA promptly.

As well as dealing with correspondence, following a committee meeting, the Secretary will need to make bookings and other arrangements for events. Confirm arrangements made by telephone in writing (by letter or e-mail). The Secretary will make arrangements for the Annual General Meeting (AGM) and help the Chair prepare the annual report. The Secretary may also be involved in co-signing cheques on behalf of the PTA.

### **Main duties:**

- Deal with correspondence
- Arrange meetings
- Prepare and distribute agendas
- Take the minutes of meetings, type them up and distribute them
- Ensure that enough committee members are present to make the meeting quorate
- Sign cheques as required
- Write the annual report with the Chair
- Preparation and distribution of newsletters and other communications to parents
- Preparation of publicity flyers, posters, tickets, etc. for events
- Keeping website and other external facing information, up to date.



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**NORTH CERNEY SCHOOL ASSOCIATION**



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