

Secretary

The role of the secretary of the School Association includes maintaining the minutes and other records of general meetings of the School Association (including notices of meetings), meetings of members of the Committee and circular resolutions.

The role of Secretary is to support the Chair in ensuring the smooth running of the meeting. The Secretary plays an important part in keeping the lines of communication open 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
- be the point of contact between meetings
- 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

The Secretary is also responsible for ensuring that minutes, reports and correspondence are distributed to the committee, and that original documents are kept in a designated area.

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.

TASSO recommends that the Chairperson, Secretary and Principal meet prior to the committee meeting to form the agenda.