



Cherrybrook Technology High School Parents and Citizens Association

Job Description - Secretary

Role

This role involves carrying out the administrative tasks related to decisions of any meetings of the Cherrybrook Technology High School Parents and Citizens Association (CTHS P&C).

The primary responsibilities of this role are:

- Attending CTHS P&C meetings (executive, general, AGM and other as required) and taking notes of discussions in order to produce minutes for receipt, possible amendment and adoption at subsequent meetings.
- Collecting P&C related communication from the office of the School and through emails, tabling and, as necessary actioning, correspondence (in consultation with the President) relating to CTHS P&C activities.
- Issuing notice and agenda (prepared in consultation with the President) of future meetings and ensuring appropriate publication for relevant audiences.
- Ensure that the general and AGM meeting minutes are uploaded on to the School website in timely manner.
- Ensuring appropriate notice of P&C member invitations to school events (as requested by the school staff) is tabled.
- Maintaining official records of the CTHS P&C, including the constitution, by-laws, rules of sub-committees, certificates, regulatory requirements, list of financial (voting) members and meeting attendance lists.
- Ensuring appropriate publication of P&C decisions and activities, including through the use of school newsletter/website, executive leadership members of the school.
- Working with CTHS P&C executive members and CTHS executive staff on P & C related activities (e.g, annual budget) as required.

The role is an elected role of the CTHS P&C, with elections occurring annually at the CTHS P&C Annual General Meeting.

The number of hours required to carry out the role will vary during the year, as a guide it can be expected that a minimum of four hours per week would be required.