



Explanation of Committee Roles - Secretary

The Secretary is responsible for ensuring that there are effective communication links between committee members and between the association and the school.

The Secretary deals with all the correspondence that the association receives and helps the Chair ensure that committee meetings run smoothly, building up a good relationship with the school. The Secretary will help ensure that correspondence, sent to the school, is passed onto the association promptly. With the agreement of the Principal, the Secretary can usually arrange to leave Friends notices with the school Office for distribution with school mailings to parents or for distribution via "pupil mail".

As well as dealing with correspondence following a committee meeting, the Secretary will need to make bookings and other arrangements for forthcoming events, confirming 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 co-sign cheques on behalf of the association, along with the Treasurer, Chair or other elected committee member.

If during the course of your tenure a Conflict of Interest arises this must be declared in accordance with the Charity's Conflict of Interest policy and you should absent yourself from any vote on the issue in question.

Key responsibilities:

- deal with correspondence
- prepare agendas
- call meetings – giving plenty of notice
- keep a record of attendance at meetings
- take notes during meetings
- ensure that enough committee members are present to make the meeting quorate
- write up the minutes of meetings
- distribute minutes to all the committee
- make meeting and event arrangements
- co-sign cheques (if required)
- write the annual report with the Chair