ST PIUS X PARENTS AND FRIENDS
POSITION DESCRIPTION
P&F SECRETARY

POSITION: Secretary

LOCATION: St Pius X Catholic Primary School
Corner Ley Street and Cloister Avenue
MANNING WA 6152

REVISION DATE: May 2014

OBJECTIVE: The principle objectives of this position are to:

- Communication and correspondence to the school community regarding P&F matters.
- Maintain effective records.
- Ensuring meetings are effectively organised and minutes recorded.

STATUS: This volunteer position will report directly to the P&F President and the Executive Committee.

RESPONSIBILITIES: Responsibilities of this role will include:

- Act in accordance with the P&F Constitution.
- Act in accordance with the School Vision, Mission and Values.
- Act in accordance with School Polices.
- Attend P&F general meetings and executive meetings.
- Prepare the agendas in consultation with the president and principal.
- Notify members of meetings detailing the date, time, and venue.
- Ensure accurate record keeping.
- Receive and manage the correspondence.
- Update the action register for both the general meetings and executive meetings.

- Proceeding meeting minutes will be written up promptly and actions taken on any decisions. General Meeting minutes shall be posted on the school website.

- Write letters in accordance with the instructions from the meeting for the President and Executive Committee.

- Keep attendance records for all meetings including apologies.

- Clear the P&F mailbox regularly from the school office and keep the President and Executive Committee informed on all issues.

- Ensure close communication and cooperation between the P&F, Principal, staff, parents and guardians.

- Maintain a collaborative approach at all times.

EXPERIENCE/PERSONAL ATTRIBUTES

The following qualities are considered essential:

- Computer literate – to the extent of being able to type minutes emails etc.

- Ability to attend regular P&F general and executive meetings.

- Ability to work with others on the Executive Committee.