



**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.



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- 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.