



Role of the Secretary at Hermit Park State School P&C

The Secretary is the principal administrative officer of the P&C. The Secretary contributes significantly to the smooth running of the P&C and to maintaining transparent communications within the school community (through recording of accurate minutes and so on).

Responsibilities and role include:

- One of the Approved Providers for Outside School Hours Care facility (together with other Executive members).
- Attend Executive and general P&C meetings.
- Collate agenda papers for each meeting (including subcommittee reports) and assist the President in preparing an agenda for each meeting, including the AGM.
- Prepare and present the minutes of the Association's meetings and retain a continual record of the business of the P&C by maintaining the minutes book.
- Record and deal with correspondence in/out as directed and generally organise, record and maintain information pertaining to the activities of the Association.
- Write emails and letters as required.
- Receive queries from the school community and direct appropriately.
- Update contact information to P&C Qld and school website as required after each AGM.