



### **ROLE AND RESPONSIBILITIES OF PTA SECRETARY:**

As an elected member and officer, the Secretary automatically becomes a Trustee of the Sheringdale PTA and has a legal duty to ensure that the PTA acts lawfully and is managed properly.

The Sheringdale PTA Secretary is responsible for ensuring there are effective communication links between committee members and between the PTA Members and the School. The Secretary deals with all the correspondence that the PTA receives and helps the Chair ensure that committee meetings run smoothly. The Secretary should build up a good relationship with the school office staff ensuring all correspondence, sent to the school, is passed on promptly. Working with the school office staff, the Secretary will arrange for the distribution of PTA notices, emails and newsletters to parents, staff and pupils through Parentmail and PACT folders.

As well as dealing with correspondence, the Secretary is responsible for arranging the Annual General Meeting (AGM) and helping the Chair prepare the annual report. The Secretary may also co-sign cheques on behalf of the PTA, along with the Treasurer, Chair or other elected committee members acting as signatories.

### **KEY RESPONSIBILITIES:**

- Deal with correspondence.
- Prepare agendas.
- Call meetings - giving plenty of notice.
- Keep a record of attendance at meetings.
- Take notes and minutes during meetings.
- Ensure that enough Committee members are present to make the meeting quorate (this number is defined in the constitution).
- Write up the minutes of meetings distribute minutes to all the Committee.
- Make meeting and event arrangements.
- Co-sign cheques as required
- Write the annual report with the Chair.