



Position Description- Secretary

Updated 25th February 2014

Position Title:	OLMC Parents and Friends Secretary
Purpose Of Position:	The Secretary of Our Lady of Mount Carmel Parents and Friends Association (P&F Assoc.) is responsible for the communication and correspondence of the organisation with the wider community. They need to maintain effective records and ensure that meetings are organised effectively and are minuted accurately.
Responsible To:	This position reports to the Parish Priest, the Principal and the P&F Assoc. Executive Committee. The Principal and the Parish Priest must endorse the nomination for the position of president, and the position must be voted on and selected by the majority of members at the Parents and Friends Annual General Meeting.
Responsible For :	The position holder is responsible for : <ul style="list-style-type: none"> • Preparing the agenda in consultation with the president and principal • Notifying members of meetings (date, time, venue) • Keeping effective records • Receiving and managing the correspondence • Obtaining reports from sub-committees • Writing up the minutes • Understanding the constitution • Guiding and advising the president. • Confirming the attendance of the executive and ex officio members at meetings
Tenure:	The Secretary of the Parents and Friends committee may serve for three consecutive years. This is at the discretion of the Principal and Parish Priest.
Key Accountabilities:	The Secretary will: <ul style="list-style-type: none"> • Prepare the agenda for all meetings of the P & F assoc. and ensure that they are distributed to everyone involved in the meeting. • Keep accurate minutes of all meetings and ensure they are typed out and distributed in a timely manner. • Maintain correspondence and inform the President of all issues arising • Ensure a close communication and cooperation between the P & F Assoc., office staff, school staff and parents

