

The P&C Secretary

Role description

Prepare and distribute notices of meetings and meeting agendas

Prepare, distribute and present minutes of meetings to members

Maintain a register of correspondence and distribute correspondence promptly

Maintain a register of P&C members

Maintain a volunteer register whenever and wherever volunteers are working for the P&C

Organise, record and maintain P&C documents

Ensure a copy of the P&C's Constitution is accessible and available