



What exactly does the Secretary do and what skills do I need?

WACSSO

# P&C Secretary

## Role Description

An efficient Secretary is the key to the smooth operation of any P&C. P&Cs fortunate to have the role of Secretary filled tend to hang on to their prized possession. The effective Secretary will be methodical, persistent, impartial and have a full understanding of the P&C Constitution, By-laws and Code of Conduct. The Secretary can also be relied on to follow up on tasks and those responsible and look for opportunities to delegate action items at meetings.

### Key administrative support for meetings

The Secretary prepares and distributes all meeting notices and agendas. They also typically prepare, distribute and present meeting minutes. The Secretary is also the Office Bearer who receives formal grievance notices and takes the necessary follow-up action.

### Maintain Registers

The Secretary is responsible for maintaining the P&Cs Register of Members (Constitutional requirement), the correspondence register and the register of volunteers working for your P&C. The Secretary must also notify both the Principal and WACSSO, in writing, the names of the persons who in that year are office bearers and executive members of the Association.

### Document Control

The Secretary is required to organise, record and maintain all P&C documents. The Secretary should investigate and recommend the best way to hold all P&C documents and ensure appropriate protections are in place, as well as handover processes to ensure the smooth running of the P&C during changeover of Office Bearers. The Secretary is also the holder of the Common Seal of the Association (where applicable).

### Constitution

The Secretary should ensure that a copy of the P&C's Constitution is available and accessible to all members. Ideally, a copy of the Constitution should be available at all meetings.

### Methodical, impartial Knowledge Bank

The Secretary should have deep knowledge of the P&Cs Constitution, By-laws and Code of Conduct, providing advice and support to the President as needed.

### Accounts Signatory

You have the right and responsibility to sign cheques, documents and conduct and authorise EFT transactions for the P&C. This is not a duty or privilege that can be delegated to any other person and one that must be protected as it gives access to P&C finances.

### P&C Calendar

The Secretary should draw up an annual calendar and mark in all key dates. Use of the annual P&C Handbook from WACSSO as a source of information for this calendar is recommended.

### Correspondence

Timely distribution of correspondence is an additional feature of the Secretary's role.