



BUNDANOON PUBLIC SCHOOL  
**P & C ASSOCIATION**

PO BOX 66 BUNDANOON NSW 2578

ABN 78 367 958 201

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### **Policy and Procedure No. 3**

#### **Secretary Role**

The role of the P&C Secretary is primarily to ensure the business matters of the Association are clearly and fully documented and are made available to the school community. It is an administrative role but a very important one.

The duties will involve:

#### **Agenda**

1 week prior to meetings send an email to all P&C members requesting agenda items.

An agenda is a list of items of business to be considered at a meeting. An Agenda should include the name of the organization, the type of meeting (e.g. Annual General Meeting, General or special meeting); where the meeting will be held; the date the meeting will be held and time the meeting will commence. An Agenda should contain the following;

1. Welcome and formal opening of meeting
2. Apologies
3. Minutes of the previous meeting (Receipt/Amendments/Adoption)
4. Business arising from the previous meeting Minutes
5. Correspondence
6. Reports: • President's report • Treasurer's report • Sub-committee reports • Principal's report
7. General Business
8. Close Meeting

An agenda for Annual General Meetings will be similar to the above with the inclusion of items that only occur at an AGM such as election of Officers and Executive, appointment of the Auditor, membership fees, by-law changes etc.

Review the previous meetings minutes to monitor matters for further discussion and follow-up.

The finalized agenda will be first reviewed by the President and then distributed to all members of the P&C at least 3-4 days prior to the meeting. Within this email should also include all details pertaining to the meeting, eg. date, time location etc.

All agenda and minutes should be presented to members on Bundanoon Public School P&C association letterhead. A blank copy of this can be found on the one drive.

If circulation of documents are needed for the meeting or printing copies of documents email to the administration assistants in the office to print at least 3 days prior to meeting. Approx 12 copies of the agenda should be printed and circulated during the meeting for members.

Emails informing parents of the meeting should be sent out 2 days prior. Liaise with administration assistants in the office to email the school community.

### **Minutes**

Attending all General meetings and take minutes of the proceedings. The minutes are considered official records and as such they need to concisely reflect the discussion and decisions taken (Motions). Use the agenda as a starting point for further expansion with minutes.

All minutes will be first circulated to the president for approval. Then to the principle as a courtesy. Circulation to the executive committee and school community within fourteen days of the meeting should occur.

### **Email**

The P&C email should be monitored frequently. All correspondence should be forwarded to the recipient or the president for action.

### **Membership**

It is the secretary's role to maintain the spreadsheet of P&C members. The excel spreadsheet can be found on the one drive with different tabs for each year. The treasurer will receive payment and possibly notes associated with new members. Once the payment is verified the note should come to the secretary to maintain the spreadsheet of new members.

### **Policy and Procedures**

All policies and procedures can be found on the school website under the P&C tab. All policies are to be reviewed annually at the end of the year and any corrections made prior to the AGM. This will allow smooth transition for new executive team members. The secretary should maintain policies and procedures by coordinating executive team members and ensuring the annual review process. All documents have been uploaded to the website by the website coordinator at Bundanoon Public School.

### **General Duties**

Maintain official records of the Association and to hand these records on to his/her successor.

Be familiar with the Associations Constitution and rules and to make copies available to any new Executive members.

Collection and logging of mail from the P&C pigeon hole within the school office should occur weekly and is part of the secretary's role. Mail will then be distributed to the correct recipient or the president for action.

Effective:

Written By: Jennifer Dunne- Secretary

Review: 12/2018