

# Friends of Riverside Primary School

## Role of Secretary

### Main purpose of the role

The Secretary supports the Chair to build effective communication links between the school and the association and maintains accurate records (see below).

### Duties and key responsibilities

- Prepares for meetings (with the Chair)

Arranges a suitable venue  
Invites committee members, parents and staff  
Suggests items for the agenda  
Circulates the agenda and reports before the meeting  
Identifies outstanding items from last meeting  
Helps the Chair keep meetings on track

- Takes minutes at meetings, recording attendance, action points, decisions and proposals
- Circulates approved minutes, along with a reminder of any actions agreed
- Maintains association records

Committee member contact details  
Minutes of meetings

- Updates trustee details with Charity Commission (as appropriate)
- Assists the Chair writing the annual report for the association
- May be a signatory on the PTA bank account (along with at least one other committee member)
- Handles written and email correspondence received for the association

### Key skills

- Organised and efficient – keeps accurate records in a format that can easily be handed over to successor.
- Good listener – able to identify key discussion points, actions and agreements at meetings to accurately record in minutes.
- Calm, friendly and approachable – able to communicate confidently with the school and committee.