

**Position Title: Secretary - General**

**Date: February 2017**

### 1. **Summary**

The Secretary – General (together with the Secretary – Minutes) is the principal administrative officer of the JSSG. This role contributes significantly to the smooth running of the JSSG, and to maintaining transparent communications within the School community. The role is responsible for all matters in relation to the AGM, membership, calendar dates, and correspondence.

### 2. **JSSG Mandate**

The Secretary - General has an over-arching obligation to ensure the JSSG's aims are adhered to during their term. The aims of the JSSG are:

*Our aim is to enrich the educational and extra-curricular experiences of the children of St Paul's Junior School. We do this by:*

- *Fostering School community spirit by promoting communication between parents, the School and students*
- *Supporting the management and staff of St Paul's*
- *Encouraging relationships with other supporter groups and communicating the needs of the Junior School accordingly*
- *Cooperating with the St Paul's School Association on matters relating to the St Paul's Junior School*
- *Conducting a wide range of appropriate supporting activities*
- *Directing any funds raised from the above activities back to St Paul's Junior School*

### 3. **Essential Duties and Responsibilities**

Essential duties and responsibilities include the following. Other duties may be required.

1. Work collaboratively with all members of the Executive Committee to ensure matters are addressed without delay.
2. Responsibility for all of the administration of the JSSG, including all correspondence.
3. Books the Geise Library for JSSG general meetings and the AGM.
4. Ensure that SPS Supporters' Association membership nomination forms are duly completed for new attendees and forwarded to Association Secretary for voting at next Association meeting.
5. Ensure that SPS Volunteer Details Forms are duly completed by volunteers and forwarded to the Association Secretary as soon as possible.
6. Keep Secretary of Association informed of all changes to committee members' information such as address, phone, email and mobile.

7. In relation to the AGM:

- (a) Advertise AGM in *The SPS Newsletter* (14 days' notice)
- (b) Arrange for member of Staff or Executive of Association to conduct election of office bearers
- (c) Prepare meeting agenda with President
- (d) Keeps record of AGM attendees
- (e) Record minutes of meeting with details of motions presented.
- (f) Prepare draft of minutes and forward to President for confirmation.
- (g) Circulate Minutes to members, attendees and Secretary of Association, and to JS Secretary for distribution to School community.
- (h) Publish the names of new office bearers in *The SPS Newsletter*
- (i) Advise Association Secretary of committee members' details such as address, phone, email and mobile

8. Keep up to date with Supporter Group Handbook changes.

9. Coordinate the JSSG Committee End of Year dinner in consultation with the President.

10. Submit JSSG calendar dates to the School's Community Development Officer for the Semester/Online Calendar (required timeline is end of Semesters 1 and 2).

11. Assist the JSSG Communications Officer with moderating the JSSG Facebook Page for comments and answering enquiries.

4. **Memberships**

Office Bearer must complete and submit a St Paul's School Volunteer Details Form and be a member of the SPS Supporters' Association and Junior School Supporters' Group (JSSG). Membership of the **Association** ensures the Office Bearer is covered by the relevant insurance policies taken out by the Association for volunteers.