

**Position Title:** Secretary - Agenda & Minutes

**Date:** February 2017

### 1. Summary

The Secretary – Minutes (together with the Secretary – General) 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. This role is responsible for all matters in relation to the general meetings (except for correspondence).

### 2. JSSG Mandate

The Secretary – Agenda & Minutes 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. Coordinate general meetings for the JSSG, including preparation and circulation of agendas (All correspondence and AGM duties are the responsibility of the Secretary – General).
3. Collect name and signatures of monthly meeting attendees.
4. Record minutes of meeting with details of motions presented.
5. Prepare drafts of minutes and subsequent Action List and forward to President for confirmation.
6. Circulate Minutes and Action List to members, attendees and Secretary of Association, and to the Junior School Secretary for distribution to the School community.

7. Liaise with Secretary (General) on matters as required.

4. **Memberships**

Office Bearer must complete and submit a St Paul's School Volunteer 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.