

Secretary

Job Description

<i>Position</i>	SECRETARY
<i>Date Written</i>	OCTOBER 2012
<i>Updated</i>	OCTOBER 2022

1. POSITION PURPOSE

To assist with administration of the Committee of Management (CoM) and to act in the capacity of Public Officer for the kindergarten. The Secretary is a member of the Executive Subcommittee

2. KEY ATTRIBUTES OF THE ROLE

This role is suitable for someone who:

- Can manage administrative tasks and various communications and reporting requirements
- Has basic computer skills (Microsoft Office) and can attend the monthly CoM meetings

3. KEY RESPONSIBILITIES AND ACTIVITIES

Key Responsibility:	ADMINISTRATION & REPORTING
<p>Activities</p> <ul style="list-style-type: none"> ▪ Organise and manage Committee of Management paperwork including: <ul style="list-style-type: none"> ▪ CoM contact list ▪ ACEQCA forms for Executive committee ▪ CoM position info packs ▪ Organise and manage monthly CoM meetings including: <ul style="list-style-type: none"> ▪ Preparing agendas ▪ Recording minutes and action items ▪ Organise and manage Executive Subcommittee meetings as required ▪ Organise CoM handover meeting at the conclusion of the year 	
Key Responsibility:	TRANSITION MORNING EVENT
<p>Activities</p> <ul style="list-style-type: none"> ▪ Publicise the Transition Morning Event to new parents ▪ Manage the incoming families & CoM attendance list ▪ Ensure CoM Job Descriptions are updated and available at the event 	
Key Responsibility:	ANNUAL GENERAL MEETING
<p>Activities</p> <ul style="list-style-type: none"> ▪ Publicise the AGM to current and new parents ▪ Send out CoM role descriptions to parents for the election of new CoM ▪ Prepare agenda and ensure all speakers are aware of official AGM reporting requirements ▪ Co-ordinate the event including agenda, catering, presents, equipment, attendance list 	