



VACANCY: PTFA 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.