

Important points to remember

The minutes of the meeting should be complete yet concise, expressing only facts and not the writers opinions!

The success of a meeting can be affected by the information given on the agenda.

An attendance book is the easiest way to keep a record of attendance at meetings!

To organise an Office Bearers information session at your school or to find out more information about your role, please contact:

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Are you the Secretary?



**The Independent voice of
Catholic School Parents since 1954**

THE HONORARY SECRETARY

These notes should be read and used with any relevant sections of your Association's Constitution.

Generally a constitution states "the Honorary Secretary shall conduct the correspondence of the Association, shall have custody of its documents and shall keep full and correct minutes of its proceedings".

The Secretary also has responsibility to ensure that all appropriate documents are presented to members for discussion and to act upon any decisions as directed by the meeting.

An easy way of keeping a record of attendance at meetings is to circulate, at the meeting, an attendance book in which all members present enter their names. An apology column to record the names of members unable to attend the meeting is also useful.



What are the Secretary's duties?

MINUTES

The minutes of the meeting should be concise, expressing only facts of the meeting (and not the writer's opinions). It is recommended that all decisions requiring action by the Secretary be dealt with as soon as possible after the meeting and that copies of any correspondence be retained in a file for future reference.

It is recommended that, regardless of the presence or absence of ex-officio representation from the Parish Council, a copy of the minutes from every P&F Association meeting should be forwarded promptly to the Parish Office.

THE AGENDA

An agenda should always be prepared in collaboration with the President. It should be prepared well in advance and, if possible, distributed along with the minutes of the previous meeting. If it is not possible to distribute the agenda then make copies available at the meeting or, at the very least, pin a copy where it can read by members as they arrive at the meeting.

CORRESPONDENCE

The Secretary should decide which correspondence needs to be brought to the attention of the members and which should be tabled.

Letters and documents from the Parents and Friends Federation of WA Inc., Catholic Education Commission, Education Department and any other relevant body or individual should be **read out** in full to the meeting. However, if a document is considered to be too long, a summary of its contents will suffice.

With regard to outward correspondence, all letters written since the last meeting should be listed along with a brief description of their content.

