



## **PTFA Secretary**

### Main purpose of the role

The secretary ensures that the PTFA's activities run smoothly. They use their excellent communication and organisational skills to arrange meetings, take minutes and keep records.

### The secretary's responsibilities

- Assists the chair with planning meetings.
- Communicates with the school and committee members including circulating the agenda before the PTFA meetings
- Takes minutes at meetings, recording the key points, decisions made and relevant action points.
- Manages communication between the committee, volunteers, school and school community
- Prepares the publicity for events, including flyers, posters and tickets
- Ensure meetings have enough attendees to form a quorum
- Keeps records
- Shares information

### At the AGM

- Helps the chair prepare for the meeting and takes minutes on the day.