

Armfield Academy PTFA
Secretary

The Secretary ensures that the PTFA runs smoothly and provides a link between Committee Members and the PTFA, and between the PTFA and the School. This requires good organisational and communication skills and being able to stick to deadlines.

Job function

The Secretary is a key committee member as they are responsible for ensuring effective communication links between committee members and between the PTFA and the school.

The Secretary deals with all the correspondence that the PTFA receives and helps the Chair ensure that committee meetings run smoothly. Building up a good relationship with the school Secretary will help make sure that correspondence, sent to the school, is passed onto the PTFA promptly.

As well as dealing with correspondence, following a committee meeting, the Secretary will need to make bookings and other arrangements for events. Confirm arrangements made by telephone in writing (by letter or e-mail). The Secretary will make arrangements for the Annual General Meeting (AGM) and help the Chair prepare the annual report. The Secretary may also be involved in co-signing cheques on behalf of the PTFA.

Main duties:

- Deal with correspondence
- Arrange meetings
- Prepare and distribute agendas
- Take the minutes of meetings, type them up and distribute them
- Ensure that enough committee members are present to make the meeting quorate
- Sign cheques as required
- Write the annual report with the Chair
- Preparation and distribution of newsletters and other communications to parents
- Preparation of publicity flyers, posters, tickets, etc. for events