



Registered Charity: 1183503

Secretary

Main purpose of role: To ensure the PTA runs smoothly and efficiently through the preparation and organisation of the committee's paperwork and communications

Typical responsibilities:

- Working with the chair to prepare for and run meetings
- Circulating the agenda and reports before meetings and identifying outstanding items from previous meetings
- Helping the chair in planning the AGM and preparing the annual report
- Managing communication between the committee, volunteers, school and school community, including writing emails, newsletters and social media content, which may involve liaising with school admin staff
- Managing all correspondence received by the PTA
- Taking minutes during PTA meetings, typing them up and distributing them to committee members once approved by the chair
- Maintaining the PTA's records, including minutes, member contact details and legal documents
- Ensuring there are enough committee numbers present at meetings to make up the quorum
- Preparing the publicity for events, including flyers, posters and tickets

Skills required:

- Motivated
- Strong communicator
- Fast and accurate note-taker