



## ARE YOU THE SECRETARY?

These notes should be read and used with any relevant sections of the P&F Terms of Reference. The minutes of the meeting should be **complete yet concise**, expressing only facts and not the writer's 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.

### The Secretary of a P&F is in charge of:

- preparing and distributing the agenda and meeting papers in collaboration with the Chair and Principal, and where possible distributing with the draft minutes of the previous meeting,
- taking and recording proper and accurate minutes of meetings,
- formulating and posting all notices of meetings, and
- provide a list of the P&F Committee members and contact details to the Principal following the Annual Community Meeting.

Importantly, the Secretary is entrusted with maintaining the records of the P&F.

### 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 except for such action or correspondence assigned to others,
- ensure all correspondence (including that which comes from CSPWA) is tabled at meetings and retained for future reference,
- provide a copy of the Terms of Reference at all meetings, and
- ensure that proper notification is given of committee and ACM meetings as specified in the Terms of Reference.

For more information, please go to our website: [www.csp.wa.edu.au](http://www.csp.wa.edu.au)