

POSITION DESCRIPTION:

SECRETARY MINUTES

JOB OVERVIEW:

To accurately record the proceedings of the Kindergarten committee meetings and circulate the minutes to the committee members and staff.

KEY ACCOUNTABILITIES:

- Prepare relevant documentation prior to committee meetings and assist the president and Executive committee in developing the agenda
- Circulate agenda for monthly meetings, remind committee of meetings
- Record proceedings of Executive, General Meetings and AGM
- Circulate minutes to committee members and staff
- Maintain email and contact list of committee members
- Respect confidentiality of matters particularly those arising in the Executive meeting
- Maintain the google drive with all the relevant files relating to the role, ie Agenda minutes & AGM files
- Attend monthly Executive and Committee Meetings
- Record nominations for the positions for the coming year and update google drive

DUTIES OF ALL COMMITTEE MEMBERS:

- Attend monthly committee meetings and be punctual
- Keep informed by reading the agenda, reports, minutes and other relevant information
- Participate in all the activities of the committee
- Be aware of your health and safety responsibilities as per the Occupational Health and Safety Policy of the kindergarten
- Ensure any tasks allocated to you are completed by the agreed date
- Assist with Kinder Open Day
- Assist with planning and preparing for Annual General Meeting (AGM)

COMMENTS / ADDITIONAL INFORMATION:

- You are required to undertake a working with children check (WWC)
- A disclaimer / confidentiality note needs to be added to all emails.
- Key relationships include Kindergarten committee, staff and current & future parents