**Purpose of the position:**

The Secretary is one of the Executive Officers of the Association. The Secretary is responsible for ensuring all aspects of the Association's activities are documented and meet the requirements as set out in the Constitution.

**Commitment:**

* Be familiar with the Evesham Road Kindergarten Constitution and Philosophy
* To complete all Legal and mandatory documents including but not limited to Police Check, WWC, PA02
* Adhere to and sign a Code of Conduct.
* Adhere to and sign a Child Safety code of Conduct and attend any training required.
* To prepare comprehensive process notes to hand over to the next Committee and incoming Secretary regarding any relevant information

**Skills:**

* Excellent organisational skills
* Ability to work well in a team
* Excellent communication skills – to communicate efficiently and effectively with the Committee and distribute all correspondence promptly and as per deadlines
* Strong computer skills
* Enthusiasm

**Key Tasks:**

* To arrange Committee and Executive Committee meetings.
* Ensure all Department of Human Services requirements are met.
* Ensure all records are properly maintained.
* Update the committee list
* Email committee members notices for meetings, Agendas and Minutes and similar.
* Attendance in Term 4 to discuss committee positions/review position descriptions for the following year.
* Attend Committee and Executive Committee member meetings as required.
* Liaison with other Committee members regarding notices and other communications

**COMMITTEE MEETINGS**

1. BEFORE THE MEETING

* Notify all committee members by email of the meeting date and time, at least 7 days prior.
* Compile an Agenda for the meeting. Discuss the Agenda with the Executive Committee to ensure all items to be included have been noted.

1. AT THE MEETING

* Record attendees and apologies.
* Record accurate Minutes of the meeting (including people who have moved and seconded reports and motions).
* Obtain reports from Committee members and staff

1. AFTER THE MEETING

* Type and send any correspondence arising from business at the meetings.
* Type up Minutes, send to President for proof-reading and distribute to committee members and staff within 14 days, to enable Committee members to follow up on any actions.
* File Agenda, Minutes, and reports in the Secretaries folder.

**SPECIAL AND ANNUAL GENERAL MEETINGS**

All general meetings of the Association must be advised at least 14 days prior to being held and advertisement as per necessary. The advertisements must state the date, time, place, and purpose of the meeting.

1. PRIOR TO THE AGM
   * Collate reports from the President, Secretary, Treasurer, 3-Year-Old Teachers, 4-Year-Old Teachers, Educational Leader and Nominated Supervisor . Make copies so they are available on the night.
2. AT THE AGM

* Copies of the Minutes from the previous year's AGM are to be presented and seconded by someone who was present at the meeting.
* Note all nominations and members on the new Committee.
* Send copies of the Minutes, Committee List, Annual Reports, Account Statements and Auditors Report to:

1. City of Kingston (Children's Services)
2. Department of Human Services
3. Officer of Fair Trading and Business Affairs (Form I – see Details in Secretary's Folder).
4. Next Year's President and Secretary
5. Copy for the file