

## **Job description: Board Secretary**

Hours: 10 per month

Payment: To be confirmed

### **Correspondence**

The secretary will handle inwards and outwards correspondence. He / she will be responsible for gathering the inward correspondence to be discussed at the meeting and any compile and send any outward correspondence as directed by the Board. This person needs to follow up with the PSG and other committees regarding minutes of their meetings.

### **Preparing meeting documentation**

The secretary will be responsible for assembling the documents necessary for the pending meeting. This will entail the agenda, minutes of the previous meeting, principals report, monthly accounting reports and all correspondence and other reports

This information must be sent to the members on the Monday before the meeting is to take place via email. Hard copies must be available at the meeting. Photocopies and printing to be done by the secretary.

### **Schedule meetings between Board members and others**

The secretary will need to schedule meetings between members of the Board. There are monthly meetings between the principal and the chairperson and with the person responsible for the monitoring of the finances. Where the members form a committee, the secretary is to coordinate their meetings. The secretary will also be responsible to arrange meetings with the accountant and the board members and the principal.

### **Attending meetings**

The Board meets every fourth Thursday of the month and the secretary is required to attend these meetings and record the minutes, type them up afterwards and distribute them as soon as possible to the members so any tasks recorded in the minutes can be attended to by the member responsible.

### **Board Newsletter**

The secretary will be tasked to prepare the newsletter from information contained in the minutes. This newsletter will be proofread by the chairperson before sent to the Office Manager to distribute to the school community.

### **Board Elections**

The secretary can act as the returning officer during the board elections every three years. Board must officially appoint the returning officer by noting it in the minutes of their meeting. The secretary will be responsible for all duties as returning officer. This includes asking for nominations, preparing and sending voting papers and counting votes.

### **Consultations**

Once a new board of trustees has been elected they need to consult with the school community regarding the expectations of the community. The secretary will be expected to prepare the documentation and distribute the consultation documents to the community.

### **Policies and Procedures**

St Joseph's School uses SchoolDocs to record policies and procedures. SchoolDocs provide suggestions regarding reviews and new legislation to be added or to replace information to existing policies and procedures It will be the responsibility of the secretary to work through the policies and procedures and investigate and present new information and suggestions provided by SchoolDocs to the Board members. Changes accepted by the Board must be sent to SchoolDocs to make the necessary amendments to the school's policies and procedures.