

# **Executive Roles**

## **The Secretary**

The Secretary collates the agenda papers for each meeting, (including subcommittee reports) and assists the President in preparing an agenda for each meeting.

They prepare and present minutes of the Association's meetings, record and deal with correspondence in/out as directed and generally organise, record and maintain information pertaining to the activities of the Association.

The [P&C Guide](#) is a great source of detailed information regarding the Secretary's role in meetings and maintaining correspondence. To explore the P&C Guide, P&C Constitution, P&C Accounting Manual, essential departmental policies & procedures and "How to" guides on various topics, [click here](#).

## Contact Us:

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# ROLE DESCRIPTION

## The Secretary

**Prepare and distribute meeting notices and agendas**

**Prepare, distribute and present meeting minutes**

**Maintain a register of correspondence**

**Distribute correspondence promptly**

**Maintain a register of P&C members**

**Maintain a register of Volunteers working for the P&C**

**Organise, record and maintain P&C documents**

**Ensure a copy of Constitution is available and accessible**



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