



## What is the Secretary's Role?

The Secretary is responsible for taking the minutes of all meetings, unless otherwise stipulated, and is responsible for a range of administrative tasks. The Secretary may be one of the signatories on all the P&C accounts.

The Secretary must give the necessary notice for all meetings (General, Special, Annual General) as per the P&C Constitution and By-Laws. The Secretary then prepares all meeting agendas, in consultation with the President.

The Secretary is required to:

- Attend every P&C meeting and take notes of the discussions in order to produce a set of minutes for distribution to members, within 14 days of said meeting, and for possible amendment and adoption at the following meeting (in the absence of the Secretary, the meeting may elect a person to take the minutes);
- Receive and table incoming correspondence;
- Write and dispatch outgoing correspondence as required;
- Maintain official records of the P&C Association, such as:
  - The Constitution, By-Laws, Rules of Sub-Committees
  - Incorporation Certificate
  - ABN details
  - ACNC details
  - Certificate of Currency
  - List of financial (voting) members
  - Minutes
  - Attendance book
  - Correspondence
  - Employment records – in the case of the P&C having employees

Minutes produced by the Secretary should be a formal, brief, summary of proceedings at meetings. Accurate minutes officially record – attendance (not just 'as per book'), decisions, resolutions and actions to be taken and by whom. They provide evidence of expenditure authorised, inform members who are not present at the meeting, provide documentary evidence for audit purposes and provide a permanent record of the P&C Association's history. The key function of minutes is that they are a record of what is decided and what is done, they are not a record of conversation.

The Secretary must bring to the AGM the records, minutes, account books, etc and hand over to the incoming Secretary if they are not re-elected to the role.

### Frequently Asked Questions

- **Can the Secretary call a meeting any time?**

No. The Secretary can only send a meeting notice when it has been properly requested as per the P&C Constitution and By-Laws. General meetings should be specified in the By-Laws and a Special meeting can only be called by the Executive or by written request signed by at least ten (10) members.



➤ **Are the minutes a record of the conversations that were had in the meeting?**

No. The minutes should be a brief record of attendance (not just 'as per book'), the decisions made, expenditure authorised and actions to be taken. They should record when, where and who attended and any motions passed. Member names should not be recorded against specific comments and personal opinions should be omitted.

➤ **What happens if someone says the minutes are wrong?**

The minutes produced by the Secretary are based on notes taken at the meeting. It is recommended to review with the President before distribution to members within fourteen (14) days of the meeting taking place. If at the next meeting, there are any inaccuracies that are identified this is then recorded as an amendment in the minutes for that meeting if it is agreed by a majority at the meeting. Minutes are not changed once distributed. Minutes are not usually withdrawn unless necessary for legal reasons.

**Relevant References**

Prescribed (Incorporated) Constitution  
Standard Constitution