



Gunnedah Preschool

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Secretary:

Role:

The main role of the secretary is to assist in communications between the committee, staff, parents and community. The secretary aids in assisting the President and vice-president in effective communication via mainly email but also through text and phone calls.

Responsibilities:

- Record accurate minutes of all board meetings and file all minutes on site for future reference.
- Ensure all minutes are filed on site in the filing cabinet along with the financial, fundraising and Director's reports as well as any other incoming correspondence.
- Assist the president in drafting and finalising the Agenda for the next board meeting.
- Be an authorised signatory for the organisation
- Assist the Director to ensure the policy manual is kept up to date.
- Arrange orientation for new members.
- Consult with other board members and the Director and keep them informed accordingly.
- Actively participate and attend each committee meeting and function. If unable to attend, apologies must be received with sufficient notice.
- Communicate effectively with all Preschool staff and committee members; during meetings and when on site at the Preschool,

maintaining an open and clear line of communication between staff and management

- Regularly check emails and other communication sources to ensure communication continues between meetings.
- Carries out duties that may be assigned by other members of the Board.
- Assist in the development of policies, documentation, strategic plans and other developing frameworks to assist the Director of Gunnedah Preschool.
- Support the committee to manage paid employees including but not limited to advertising and interviewing for new staff as required
- Ensure procedures and documentation is in accordance to the constitution.
- Ensure action items and resolutions are carried out.
- Fulfil such other duties as the committee may require.

Attributes:

- Have an understanding of the committee constitution, rules and duties
- Have a background in Administration.
- Be able to listen to the feedback and views of members and other interested parties.
- Be a positive leader in all respects.
- Be able to work collaboratively with other committee members.