

LSA SECRETARY POSITION

The Laughton School Association urgently requires a secretary to help with administration duties.

Secretary Description

Job Function

The Secretary is a key committee member as they are responsible for ensuring effective communication links between committee members and between the PTA and the school.

The Secretary deals with all the correspondence that the PTA receives and helps the Chair ensure that committee meetings run smoothly. Building up a good relationship with the school Secretary will help make sure that correspondence, sent to the school, is passed onto the PTA promptly.

As well as dealing with correspondence, following a committee meeting, the Secretary will need to make bookings and other arrangements for events. Confirm arrangements made by telephone in writing (by letter or e-mail). The Secretary will make arrangements for the Annual General Meeting (AGM) and help the Chair prepare the annual report.

Main duties:

- Deal with correspondence
- Arrange meetings
- Prepare and distribute agendas
- Take the minutes of meetings, type them up and distribute them
- Preparation and distribution of newsletters and other communications to parents

Meetings are held once a month at either Laughton School or the Roebuck Inn.

Please contact Gemma Burleton or Sarah Shaw if you are interested in helping us in this role.

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