**Position Description**

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| *Position* | SECRETARY |
| *Date Written* | OCTOBER 2012  |
| *Updated* | OCTOBER 2020 |

**1. POSITION PURPOSE**

The role of the Secretary is an Executive position which assists with effective administration of the Committee of Management (CoM) and other kindergarten matters, including preparing monthly agendas, reporting to Government bodies, attending to correspondence and Annual General Meeting requirements. The Secretary acts in the capacity of Public Officer for the kindergarten.

The Secretary is a member of the Executive Subcommittee and as such is required to become an Approved Provider as defined by the National Quality Framework (NQF).

**2. KEY ATTRIBUTES OF THE ROLE**

No prior knowledge or experience is required for this role. It is suitable for someone with basic computer skills and who is able to attend CoM and Executive Subcommittee meetings each on a monthly basis. This role is suitable for a person who is able to manage administrative tasks, communications and various reporting requirements.

**3. KEY RESPONSIBILTIES AND ACTIVITIES**

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| Key Responsibility: | ADMINISTRATION & REPORTING |
| Activities |
| * Ensure licensing for the service, staff and CoM, including police checks and Working with Children checks, are up to date and displayed appropriately.
* Organise and file Committee Member Declaration forms, Conflict of Interest forms, etc.
* Update and manage distribution and display of CoM details, emergency contact details, etc.
* Notify DET of changes to Approved Provider via ACEQCA website (PA08 form)
* Ensure the Emergency Management Plan is updated annually
* Keep abreast of changes to regulations, Early Learning Association Australia issues, etc.
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| * Co-ordinate and record any correspondence between SPK and other governing bodies (eg responses to surveys and consultation)
* Prepare agendas for the monthly CoM meeting in consultation with the Executive Subcommittee
* Record the minutes and action items of the monthly CoM meetings.
* Circulate draft minutes to CoM members via email as soon as practical/within one week after the meeting for comment.
* Circulate final minutes to CoM members and staff via email and then upload to Gdrive
* Create agendas for Executive Subcommittee meetings, take minutes, circulate and file them (exec minutes are to remain confidential between executive subcommittee members only)
* Complete action items as required.
* Update all content for CoM and Exec on Gdrive including minutes, CoM member reports and action item list
* File hard copies of the CoM minutes (once accepted by the CoM), including all related reports, in a designated folder at the kinder (accessible to all members of SPK).
* Organise end of year dinner for CoM.
* Ensure mail is to redirected or collected during holidays.
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| Key Responsibility: | ANNUAL GENERAL MEETING |
| Activities |
| * Publicise the AGM to current and new parents
* Send out CoM role descriptions to parents for the election of new CoM
* Prepare agenda and ensure all speakers are aware of official AGM reporting requirements
* Co-ordinate the event including agenda, catering, presents, equipment, attendance list, time lines
* Prepare parent information packs, including updated parent handbook
* Prepare new CoM information packs for each CoM role
* Report to Consumer Affairs and DET in relation to new CoM details, new Public Officer etc.
* Submit Annual Statement to DET
* Organise handover meeting for new CoM, distribute and collect signed CoM forms
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