

# Secretary

The secretary assists the chair with **planning meetings**. They also circulate the agenda before PTA meetings and take minutes at meetings, recording the key points, decisions made and relevant action points. It's also important for them to manage communication between the committee, volunteers, school and school community.

They also prepare publicity for events, including flyers, posters and tickets. Keeping records of correspondence received by PTA as well as a record of all committee actions.

For the AGM, they help the chair prepare and take minutes on the day.