



Tewantin State School P&C Job Description

Secretary Job Description

The P&C Association Secretary is to work in conjunction and support the Operations manager in administration duties. The Secretary is directly responsible to the President and the members of the Association.

The Secretary is elected by the association members at the Annual General Meeting and is responsible for representing the views of the Association members.

Responsibilities and Duties

Many of the administrative functions are performed by the P&C Operations Manager. The Secretary must work in conjunction with the Operations Manager to ensure the Association's administrative obligations are met.

The Secretary attends to the administrative tasks required to operate the P&C, and act upon any directions given at meetings.

Be one of 3 authorised signatories on all bank accounts of the Association.

Monthly requirements

P&Cs are required to conduct a minimum of three meetings per semester, most P&Cs hold monthly general meetings. General meetings are usually held on the same day of the month (e.g. 3rd Tuesday) in the same location at the same time. The year's schedule is to be determined in advance at the Annual General Meeting (AGM).

Annual requirements

The P&C financial year is from 1 January to 31 December. The AGM needs to be held on or before 31 March each year – as soon as the annual Audit for the previous financial year is available.

Obligations in relation to OSHC (Outside School Hours Care)

As Approved Provider for the Tewantin State School OSHC, all members of the Executive Committee are required to apply for a PRODA account- this is the business equivalent of MYGOV.

Requirements are: NB. Costs are covered by the P&C Association

- Police check
- Bankruptcy Register Search
- ASIC_ Australian Securities & Investments Commission

Due to the nature of the business of OSHC it is also a requirement to complete Mandatory Child Protection Training



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Knowledge and Skills Required

Ideally the Secretary is someone who:

- Can communicate effectively.
- Is well organised and can delegate tasks.
- Can maintain confidentiality on relevant matters.

In relation to OSHC

- Have a well-informed knowledge of:
 - NQF- National Quality Framework
 - NQS- National Quality Standards
 - QIP- Quality Improvement Plan

Training

Attend training seminars as required.

Period of Appointment

The Secretary is appointed for a 12-month period.