

SECRETARY – ASSIGNMENT OF RESPONSIBILITIES

The PAC secretary is responsible for ensuring effective communication links between all members, PAC executives and committees, and the school administration.

A PAC Secretary should:

- Be able to communicate effectively
- Be organized
- Complete tasks in a timely manner
- Be familiar with the Constitution and Bylaws
- Have a basic knowledge of Roberts Rules of Order

Duties of the Secretary may include:

- Ensuring that members are notified of meetings
- Recording, distributing and filing minutes of all meetings
- Keeping an accurate and up to date copy of your Constitution and Bylaws
- Preparing and maintaining other documentation as requested by the membership or the executive.
- Issuing and receiving correspondence on behalf of the council
- Ensuring safe keeping of all records of the council
- Being a signing officer
- Submitting an annual report

Meeting notification

This can be done using a PAC newsletter, the school newsletter, e-mail, posting the information on the school's bulletin board and/or an outside sign board. Ensure that sufficient notice is given with regards to the type of meeting taking place.e.g. executive elections. Notice periods are usually prescribed in the PAC Bylaws.

Minutes

Minutes are important records to be maintained by the PAC

Record the date, place, and time of the meeting, as well as which members attended, date and time of next meeting and time the meeting was adjourned. Also note whether it was a regular, executive, or annual general meeting.

Keep minutes brief; it is not necessary to record opinions or discussion. Focus on important points discussed during the meeting, especially with regard to motions and actions taken. It is not necessary to identify speakers (except in a motion). The name of the member who introduces a motion must be recorded. For more details on motions, see the attached sheet on Motions and When You Need Them.

DO NOT record the names of individual students, teachers etc. (refer to Privacy Act sheet)

DO record impartially

DO “close the loop” at each meeting (refer back to last month’s minutes and ensure that everyone completed their commitments, and items that were deferred to next month are brought forward).

The secretary should prepare a draft of the minutes and send it to the chair as soon as possible. Draft minutes should be circulated to the executive for review prior to the next meeting. Copies of the draft minutes should be available at the next meeting so the membership can adopt them.

Once approved at a PAC meeting, the minutes are official and need to be filed in the Secretary’s binder and at an agreed-upon location at the school. Some PAC’s post copies monthly on a bulletin board. Make sure the entire membership has access.

For more information, refer to the sheet The Art of Taking Good Minutes and sample minutes and agendas at the end of this section.

Constitution and Bylaws

Your Constitution explains why you exist as a PAC and your Bylaws are like an operating manual. They should include the PAC’s policies on different situations. These need to be available to anyone wishing copies on request. It’s also a good idea to post a copy on the bulletin board.

Correspondence

Clear communication with your executive is essential as to avoid conflicting information or correspondence in duplicate i.e. who is drafting letters requesting donations for school events, thank you notes, submitting information to DPAC and school board office. Correspondence should not be read out at meetings, but highlights of important ones may be mentioned. Some PAC’s choose to display correspondence on a table at the back of the room for members to have a look at.

Safekeeping of records

Keep a copy with the school at all times, where it can be easily accessed. Keep a copy of records with yourself and with the Chairperson.

Annual reports

The Secretary may be called upon to provide a report at the AGM. This can take the form of a history of the motions made during the year, or a timeline of events and dates that occurred during the school year.