

SMA Secretary

The Secretary role is shared by two people, it is important that one is available for morning meetings and the other for evening meetings. Both are committee members and trustees of the SMA which is a registered charity.

The role of the secretary is to ensure that there are effective communication links between committee members and between the association and the school. The Secretary deals with all the correspondence resulting from the committee meetings and helps the Chair ensure that committee meetings run smoothly.

The secretary is also responsible for applying for a temporary event notice (bar licence) for each event where we have a bar. Usually this is around 5 events per year. (This is a straightforward process for which we have details available).

Key responsibilities:

- make meeting arrangements and help the Chair prepare the agenda for the monthly SMA meetings
- keep a record of attendance at meetings and distribute any documents e.g. the Agenda, Treasurers report and any bids or other supplementary materials
- take notes during meetings and review actions pending from previous meetings
- write up the minutes of meetings and distribute minutes to all the class reps via email
- manage the Secretary email account
- deal with the correspondence before or following a committee meeting e.g. collecting and reporting feedback on bids, following up actions identified in the SMA meetings.
- liaise with event organisers and apply for a bar license as required to be made available at each event (in case of inspection by the council).
- help the Chair prepare the annual general meeting and write the annual report with the Chair