



Secretary

Roles and Responsibilities

School Representative Body

NORTHERN TERRITORY COUNCIL OF GOVERNMENT SCHOOL ORGANISATIONS

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1. Role of the Secretary

The Secretary is essentially the School Representative Body's record keeper. This is an important job and it plays a big part in helping the School Representative Body meet its legal responsibilities. The Secretary also organises the flow of information to other School Representative Body members so they can do their jobs properly.

2. Knowing the job

The job involves three phases: before, at and after every School Representative Body meeting.

2.1 Before the meeting

- write up the Minutes of the last meeting, showing decisions School Representative Body has made
- check the Minutes to see if there's any 'Business Arising' to be included in the Agenda of the next meeting
- confirm with the Chair that she or he will be at the next meeting, and if not, ask one of the other members to stand in
- help the Chair to draw up the Agenda for the next meeting and let her or him know if anything has come up in Correspondence that might need discussing at the meeting
- ask the Treasurer and Business Manager for the monthly Financial Statements
- send out the following documents to all members at least one week prior to the meeting:
 - ◇ Agenda
 - ◇ Draft Minutes (we call them 'draft' until the next meeting accepts them as a true and complete record of the previous meeting)
 - ◇ Financial Statements (if they are not ready advise members when they will be)
 - ◇ any other information as required.

2.1 Before the meeting cont...

- check with members to see if they will be coming to the meeting and make a list of Apologies (people who have told you they can't attend the meeting).

If there are visitors coming to the meeting, the Secretary should also get background information on them so the Chair can introduce them.

2.2 The agenda

The Agenda lists what business the School Representative Body will do at its meeting. It is a guide for the Chair and members and it usually follows a simple structure. A School Representative Body could publish them in school newsletters so the school community knows what they are doing.

2.3 At the meeting

The Secretary should bring a folder of Minutes from previous School Representative Body meetings and a copy of the School Representative Body's Constitution.

This should take care of any dispute over decisions and votes; and clear up any questions about what the Constitution says the School Representative Body should do in most cases. The Secretary should also bring any reports from committees or subcommittees and all inward and outward correspondence since the last meeting.

The Secretary's jobs for the meeting are straightforward and in order are:

- record the names of the members at the meeting and ask for any more apologies
- table the Minutes of the last meeting
- note any decisions on correspondence
- take short notes on discussions
- record the meeting's decision on every Agenda item, including formal motions and amendments; and any action items
- help the Chair count votes if necessary.

2.4 After the meeting

The Secretary should:

- write up the Minutes as soon as possible
- write any letters that need to be done, get the Chair to sign them and send them off
- follow-up any instructions from the meeting
- let the Chair know if there's any urgent correspondence
- send out draft Minutes to members as soon as possible.

3. The Minutes

The Minutes are a brief, but formal, summary of your meeting.

Minutes are important for the historical record and they can help settle questions of precedent (what did we do when..?) or confirm rulings the Chair has made.

They must be a record of:

- All decisions and actions the School Representative Body takes
- All the income and the expenditure the School Representative Body approves.

3.1 Handy hints

- capture the basic essence of what people are discussing (key words and phrases) and don't worry about getting every word down
- be exact in the wording of a motion and when you record the result
- ask for clarification from a speaker if you need to
- ask for time to catch up if you need it
- be tactful, clear and concise
- keep an Action Items list so you can track what happens after School Representative Body decisions
- number your pages as you go.

3.2 What needs to be in the minutes?

Because the Minutes are a legal and historical record, they have to formally record:

- the name of the Organisation having the meeting
- the type of meeting it is - a General Meeting, an Annual General Meeting, an Executive Meeting or a Special General Meeting
- the time, date and place of the meeting

3.2 What needs to be in the minutes? cont...

- the names of the Chair, the members who are present and any apologies
- confirmation of previous Minutes
- notes on any business arising from the previous Minutes
- correspondence sent and received; and any action taken
- all financial statements
- reports and action or decisions taken all motions, with names of Mover and Seconder; and their outcomes: adopted, defeated, deferred or withdrawn
- voting figures on any decision if requested by members
- the date of the next meeting
- the time the meeting closed.

4. Sample agenda

MEETINGS

Sample General Meeting Agenda

(NAME OF SCHOOL REPRESENTATIVE BODY)

Agenda

General Meeting

date/location/time

1. **WELCOME** (*by Chair*)
2. **APOLOGIES** (*read by Secretary*)
3. **CONFLICT OF INTEREST DISCLOSURE**
4. **MINUTES OF THE PREVIOUS MEETING**
 - i. These should have been circulated to all members as soon as possible after the meeting to which they refer
 - ii. Any amendments are discussed. Agreed amendments to be completed by the Secretary
 - iii. Motion that the minutes be confirmed
5. **BUSINESS ARISING FROM MINUTES**
 - i. Specific items under consideration may be listed here
 - ii. Members of the School Representative Body may raise any matter referred to in the minutes
6. **CORRESPONDENCE IN** (*read by Secretary*)
7. **CORRESPONDENCE OUT** (*read by Secretary*)
8. **BUSINESS ARISING FROM CORRESPONDENCE**
9. **PRINCIPAL'S REPORT**
 - i. There may be motions arising from the report
 - ii. Acceptance of the report moved by the Principal
10. **TREASURER'S REPORT**
 - i. Include the agreed minimum suite of financial reports
 - ii. Acceptance of the report moved by Treasurer
11. **REPORTS FROM SUBCOMMITTEES** (*example: finance, buildings and grounds, canteen*)
 - i. There may be motions arising from subcommittee recommendations
 - ii. Acceptance of report moved by presenter
12. **GENERAL BUSINESS**
 - i. Agenda items received prior to meeting
13. **DATE OF NEXT MEETING**
14. **CLOSE** (*Chair closes the meeting*)

5. Sample agenda - AGM

BEGINNING OF YEAR

Sample AGM Agenda

(NAME OF SCHOOL REPRESENTATIVE BODY)

Agenda

Annual General Meeting

date/location/time

1. **OPEN** (*Chair opens the meeting*)
2. **WELCOME** (*by Chair*)
3. **APOLOGIES** (*read by Secretary*)
4. **MINUTES OF THE PREVIOUS ANNUAL GENERAL MEETING**
 - i. These should have been circulated to all members prior to the meeting date.
 - ii. Any amendments are discussed. Agreed amendments to be completed by the Secretary
 - iii. Motion that the minutes be confirmed. (*Only members who attended the previous AGM may move and second the minutes*)
5. **CHAIR'S REPORT**
 - i. Acceptance of the report moved by the Chair
6. **PRINCIPAL'S REPORT**
 - i. Acceptance of the report moved by the Principal
7. **TREASURER'S REPORT**
 - i. Audited Financial Report
 - ii. Acceptance of the report moved by Treasurer
8. **ELECTION OF RETURNING OFFICER**
 - i. Nomination and acceptance of a Returning Officer
 - ii. Declaration of positions vacant
 - iii. Election of positions
9. **APPOINTMENT OF AUDITOR**
 - i. The same auditor/ firm of auditors may not be used for more than three (3) consecutive years
10. **CLOSE** (*Chair closes the meeting*)

6. Secretary's checklist

- Finish writing up the Minutes
- Check for any 'Business Arising'
- Draw up agenda with Chair
- Alert Chair to any correspondence
- Check with Treasurer and Business Manager for progress on monthly Financial Statement.
- Send out Agenda, draft Minutes, Financial Statement and any other papers
- Check attendance/apologies, including Chair

7. Secretary's checklist - During the meeting

- Bring Minutes folder, Constitution and Correspondence
- Record members present
- Record Apologies
- Table the Minutes
- Note any decisions on correspondence
- Take short notes on discussions

7. Secretary's checklist - During the meeting cont...

- Record decisions on every Agenda item, including formal motions and amendments
- Record any action items

8. Secretary's checklist - After the meeting

- Take short notes on discussions
- Record decisions on every Agenda item, including formal motions and amendments
- Record any action items

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