The Secretary

Main purpose: Supporting the PTA committee to build effective communication links between the school and the association. They also maintain accurate records.

Key responsibilities
These vary from committee to committee, but generally include:

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- Preparing for meetings (with the PTA Chair)
- Taking minutes at meetings, recording attendance, action points, decisions and proposals
- Circulating approved minutes, along with a reminder of any actions agreed
- Maintaining association records
- Making sure the association is GDPR-compliant
- Updating trustee details with relevant charity commission (as appropriate)
- May be a signatory on the PTA bank account (along with at least one other committee member)
- Handling the association's correspondence

Qualities of a good Secretary

- Organised and efficient – keeps accurate records in a format that can easily be handed over to a successor
- Good listener – able to identify key discussion points, actions, and agreements at meetings to accurately record in minutes
- Calm, friendly, and approachable – able to communicate confidently with the school and the committee members