# Governing council secretary’s role description – suggested template

## Works closely with

* Principal / preschool director (site leader), chairperson, treasurer, other members of council, and the wider school/preschool community.

## Located at

* <Add your site’s name here> .

## Minimum time commitments

* <Add details about how often your council meets>
* <Add any other time expectations, for example ’2 to 3 hours a term reading plans and reports’>

## Key duties

### Secretary

* Makes sure people are told about the meeting ahead of time.
* Assists the chair to prepare the agenda.
* Distributes the meeting minutes, agenda and any supporting correspondence.
* Makes sure that minutes are taken at the meetings and distributed to members.
* Keeps all records of council, with help from the site leader - this includes the Constitution, vacancies, standing orders, reports, minutes, contracts, code of practice and any other formal correspondence.
* Makes sure the common seal is kept in a safe place (for example, the school safe).

### General duties

* Attends all council meetings and lets people know if they can’t make it.
* Represents the views of the wider school/preschool community.
* Offers advice on a range of topics about the site.
* Comes to other functions and meetings, like the AGM or end of year assemblies (as needed/appropriate).
* Actively takes part in discussions about the governance of the school/preschool.

## General responsibilities and requirements

The secretary has the same responsibilities as a general member of the governing council. This means you agree to:

* comply with the council’s constitution
* comply with the council’s code of practice
* meet the department’s requirements for screening, training and induction (your site leader will guide you through what’s required)
* keep up-to-date and informed about your work on the council by looking at:  
  [www.decd.sa.gov.au/governingcouncils](http://www.decd.sa.gov.au/governingcouncils)

## Desirable experience, skills and personal characteristics

* Experience leading a diverse group of people.
* Positive attitude.
* Interested in seeing children and young people do well at preschool and school.
* Willing to work together with parents, the community and school/preschool staff.
* Able to understand and respect different points of view and different cultures.
* Can lead conversations in a balanced and fair way
* <Add details of any desired skills or experience you feel are specific to your school/preschool>.

## Benefits to you

When you volunteer to be the secretary for a governing council at your child’s school/preschool you will:

* experience a close working relationship with staff and leaders
* be involved in a shared strategy and vision
* have an opportunity to meet parents and other community members
* <add details of any benefits you know that are specific to your school/preschool>.