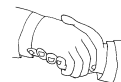




THE FRIENDS OF FRAYNE
SUPPORTING THE STUDENTS, PARENTS, TEACHERS
AND COMMUNITY OF URSULA FRAYNE CATHOLIC COLLEGE



VOLUNTEER POSITION DESCRIPTION

Position Title: Secretary

Position Description: The Secretary is responsible for the efficient operation of the Friends of Frayne Council by ensuring sound and effective communication between Council and members, attending to all correspondence in a timely manner, maintaining effective records and ensuring meetings are well organised and minuted.

The Secretary:

- Operates in accordance with the Friends of Frayne Charter.
- Prepares agenda and minutes of each Council meeting in collaboration with the President.
- Attends all Council meetings and takes the minutes.
- Types minutes of all meetings, noting resolutions and actions and distributes them to all members in a timely manner before each meeting.
- Regularly checks the Friends of Frayne email inbox and mail box at front office on the Balmoral Street Campus and Student Services Centre on the Duncan Street Campus.
- Sorts mail received and distributes to appropriate members of the Council.
- Prepares correspondence for Council members.
- Maintains records of all inward and outward correspondence and minutes.
- Attends and represents the Council at formal celebrations, as invited by the College.
- Maintains a list of attendees at all meetings.

Time Commitment: • 6-7 hours a week (depending on upcoming events).

Reporting to: • President

Prerequisites:

- Access to a computer and internet.
- Ability to take minutes at meetings.
- Excellent organisational and typing skills.
- Ability to meet deadlines.
- Must be committed to being a part of the school and working towards making it a better community.