



# FRIENDS of FRAYNE – EXECUTIVE COUNCIL ROLE DESCRIPTION

## SECRETARY

Term of appointment: Minimum of two (2) years.

### **PRIMARY OBJECTIVE:**

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.

### **RESPONSIBILITIES:**

- Comply with the P&F Group Terms of Reference & the college Code of Conduct.
- Act and be seen to act in the best interests of the Friends of Frayne and its operations, and the school.
- Work collaboratively and constructively with the Principal and the Friends of Frayne President.
- Report to the Friends of Frayne President.

### **KEY TASKS:**

- Attends all Council meetings and takes minutes.
- Prepare and distribute the meeting papers and agenda.
- Keep records of the Friends of Frayne, including vacancies, reports, minutes, and correspondence.
- Distributes minutes of meetings to all Council members in a timely manner prior to the next scheduled meeting.
- Checks and manages the Friends of Frayne email inbox.
- Check the Balmoral Campus Friends of Frayne mailbox regularly; contact Duncan Campus office staff regularly for mail or information relative to the Friends of Frayne.
- Provide a list of the Friends of Frayne Council Members and their contact details to the Principal following the Annual Community Meeting.
- Abide by the Terms of Reference.

### **SKILLS REQUIRED:**

- Excellent organisational skills and ability to meet deadlines.
- Good communication skills.
- Effective computer skills.