



Terms of Reference - Secretary

As elected Secretary of The Friends of Denver School your role has the following overview:

- The Secretary ensures an effective communication link is maintained between Committee members and onward dissemination to the School.

The Secretary's responsibilities include but are not exhaustive of the following:

- Ensure all meetings are publicised and liaise directly with the school office to ask if these can be shared in the school newsletter/email list.
- Ensure an agenda is created for all meetings and distributed via the school office a week in advance along with the minutes of the last meeting, via email if possible.
- Ensure the following are completed at each meeting: 1. Record attendance 2. Take notes 3. Obtain the treasurer's report for inclusion in the minutes 4. Draft the minutes of the meeting for approval by the Chair within 4 working days unless directed otherwise. 5. Have copies of the agenda and previous meetings ready for the meeting, ensuring a copy is signed and retained.
- Ensure the meetings, dates of events, minutes and agendas are all advertised on the School website and when necessary request parent mail and newsletter inclusion.
- Ensure the preparation of publicity flyers, posters, tickets etc for events.
- Act as an admin on the 'Friends' school website page.

As a member of The Friends of Denver School, you have the following collective responsibilities alongside your fellow Trustees:

- Ensure the PTA is carrying out its purpose for the public benefit
- Comply with the PTA's constitution and the law
- Act in the best interests of the PTA
- Manage the PTAs resources responsibly
- Ensure the PTA is accountable
- Comply with the PTA safeguarding protocol