The Secretary is a person appointed by the members to be responsible for all Administrative Functions required by the Parent Forum.
**Duties of the Secretary:**

It is incumbent all Executive Committee Members to become familiar with and act in accordance with the PF Constitution and other agreed Procedures. Each member should be fully aware of the Roles and Responsibilities of each Role within the Executive Committee.

Executive Committee Members will always demonstrate, re-inforce and encourage the following behaviors / actions at each meeting:

- Respect for all ...
- Courtesy to everyone ...
- Impartiality and willingness to listen ...
- Confidence to share ...

**The PF Secretary is expected to:**

(a) co-ordinate all inward / outward correspondence of the Parent Forum;

(b) create, publish and, retain agendas for Parent Forum meetings;

(c) create, publish and, retain full and correct minutes and actions from Parent Forum meetings;

(d) hold documentation relating to the Parent Forum;

(e) manage requests for grants from the Parent Forum funds.

**Estimated Time Commitment of the Secretary:**

It is expected that the Parent Forum Secretary will require a time commitment of around 2 hours per month. This commitment will vary month to month. It is expected that the Secretary will also be pro-actively involved in Parent Forum Organised Events.