

SRC SECRETARY

APPLICABLE YEAR LEVELS: Any year level (recommended Years 8-12)

POSITION DESCRIPTION: The SRC Secretary assists in the clerical side of the Student Representative Council. It is recommended that there are two secretaries for the year to share the workload. They are responsible for the following:

1. To record the minutes of the meeting every fortnight.
2. To ensure that the minutes are typed up after the meeting in preparation for the next meeting (to be handed to Mrs Wright).
3. To consult with the SRC President on what should be included on the Agenda for the next meeting.
4. To assist in the writing of Student Bulletins, newsletter articles and other pieces to be written on behalf of the SRC.
5. To be a Role Model for the school community.

TIME COMMITMENT: The role of SRC Secretary requires at least an hour's work a fortnight. The Secretary must make sure that they write down the minutes in a meeting, and then type them up after the meeting, and forward them onto the President and Mrs Wright. Any other time spent doing secretarial duties is on writing articles and the like.

SKILLS REQUIRED:

1. Demonstrated communication skills including an ability to listen in a meeting, and record important details.
2. Willingness to lead by example by upholding the values and rules of the school.
3. Organisational skills.
4. Fluency in writing, and organisation of writing.
5. Passion and determination.
6. Demonstrate responsibility and initiative.