

# Yarburgh Community Preschool

## Committee Role Description – Secretary



The Secretary is one of three Trustee roles of the charitable organisation "1025289 - YARBURGH COMMUNITY PLAYGROUP".

The following is a list of responsibilities of the Secretary grouped into specific areas.

### Committee

Yarburgh Community Preschool is voluntarily run by parents of children currently attending. Without the committee the group cannot legally run and we encourage all parents to join. The committee meet once a month during term time and discuss every aspect of the running of the school.

- Committee meetings
  - Attend committee meetings
  - Take minutes, type them up, circulate to all attendees and put a copy on display in the notice board file
- AGM
  - Invite letter must be sent at least 21 days prior to the meeting, including date, time, detail of business and requests for nominations for election
  - Take minutes and circulate, ensure a copy is on display in the notice board file
- Trustee Paperwork
  - Ensure all paperwork relating to new trustees (Chair, Treasurer and Secretary) is completed and sent to the Solicitor
- Policies and Procedures
  - Ensure an annual update of the constitution and all policies and procedures, with staff and committee to provide input.
  - Type up any updates as appropriate and ensure updated copies are in the notice board file.
- Questionnaire
  - Develop and circulate an annual questionnaire to parents to monitor satisfaction levels
  - Collate responses into a report for the committee and on notice board
- Correspondence
  - Write, print and post correspondence as appropriate
  - Keep records of correspondence and ensure the Chair has a copy
- Recruit and support other committee members
- Uphold the Ofsted national standards in respect of the registered person
- Help plan and support fundraising events