



# Metcalfe Public School Council

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## Procedures for Secretary:

- At the first meeting of each council year, 12 voting members are selected by parents in attendance. From these 12 members various positions for Executive are chosen, one being the Secretary.
- The job of the secretary is to attend every meeting and take notes on what is discussed. Everything must be recorded. If you are unable to attend a meeting then you should arrange to have someone take the minutes for you.
- Using the rough minutes you took at the meeting you need to compose a good copy.
- Once your good copy is complete you send it to the chair for approval. He/she will look it over and send it back to you with any suggested or possible changes. You then need to make the changes and send it back to the chair once again for final approval.
- Once the chair has approved them, you may then distribute them to the remainder of council via e-mail.
- It is then up to each member to read through the minutes.
- At the following meeting the minutes will be voted upon and approved by all of council if no changes are needed.
- If they are approved, a good copy should go to the council chair to be kept within a binder at the school. They are also sent to the website administrator so that they may be added to the council website for all to read.
- You may wish to maintain a binder of all the minutes for that current year, both rough draft and good copies. You never know when someone may need you to go back to them.