



#### JOB DESCRIPTION: **SECRETARY**

The Secretary ensures the smooth-running of playgroup by taking care of administrative tasks for playgroup as a whole.

#### **Personal qualities, skills & experience:**

- good organisational and administrative skills
- attention to detail
- ability to take initiative

#### **Tasks include:**

- attend committee meetings (last night of each term)
- ensure all forms (for COVID cleaning) are available
- prepare and distribute agenda for meetings
- take minutes of meetings, distribute and file
- maintain Wix Website along with the Events/Promotions Officer
- write and distribute e-newsletter each term
- check the PO Box weekly and handle correspondence
- maintain the playgroup noticeboard
- Annually liaise with Treasurer to complete the Consumer Affairs requirements
- regularly check supplies of items provided by playgroup and re-stock as needed (ie. tea, sugar, coffee, hand sanitiser and wipes etc.)
- purchase thank you gifts if required
- coordinate toy and equipment purchases as needed
- administrative duties as needed
- attend events whenever possible
- participate in committee discussions & decisions via email and FB committee page as needed
- other duties as needed
- assist Group Leader as needed

#### **Equipment and/or resources responsible for:**

- Data memory stick – 1 GB
- HP printer
- Highton Child and Family Centre swipe card and keys

#### **Estimated time commitment:**

- Average 2 hours per week

#### **Remuneration**

- Free membership