

Secretary

What is the role of the Secretary?

- The Secretary is responsible for putting together the agenda for the student council meeting. Items to appear on the agenda will be decided through discussion with members of student council
- The agenda will be circulated to the members of the student council prior to the meeting
- Records minutes at student council meetings, noting key points/ decisions and actions in an accurate and fair way
- Writes up and circulates minutes to council members
- At student council meeting the Secretary reads out the previous meetings minutes and countersigns these with the Chairperson
- Corresponds with the council members and keeps them informed of details regarding meetings such as the time and venue

Tips for Secretary

1. Ensure that the Chairperson is aware of all correspondence at the time of preparing the agenda for the meeting. This ensures that any important issues can be discussed at the meeting
2. The council should be updated with relevant issues arising from this correspondence
3. In the event of any corrections/ amendments that need to be made to the previous minutes, this should be done before the chairperson signs them off
4. Minutes should contain the following information:
 - When (time/date) and where the meeting takes place
 - Who attends the meeting
 - Who cannot attend the meeting (list this under 'apologies' section of minutes)
 - Amendments to previous minutes
 - Discussion points (detailed in agenda)



- Any proposals put forward (recording who made proposal)
 - Amount of votes for and against any proposal
 - Any decisions made
 - Any action points and who and when it will be carried out
 - When and where next meeting will take place
- 5.** It is important to remember that the Secretary also is a student council member and should contribute their opinions to the meeting
 - 6.** If possible, use the same notebook for taking all minutes so that you can refer back to previous minutes easily
 - 7.** Minutes should be written up as soon as possible after each meeting and kept on a computer in the school
 - 8.** Minutes should be checked with Chairperson before next meeting

