



## **5 Sqn Parent Support Committee**

C/- North Shore Aero Club,  
300 Postman Road,  
Dairy Flat, Auckland 0794  
<http://www.5squadron.org.nz/>

# ***Job Description: Secretary***

## **Position Overview:**

The Secretary of the Air Cadet Parent Committee plays a vital role in managing administrative tasks, record-keeping, and communication. The Secretary ensures the smooth functioning of the committee by accurately documenting meetings, facilitating effective communication, and assisting with various administrative responsibilities.

## **Key Responsibilities:**

### **Meeting Preparation and Management:**

- Collaborate with the Chairman to create meeting agendas that reflect key topics, discussions, and action items.
- Communicate with committee members to confirm meeting dates, times, and locations.
- Distribute agendas and supporting documents in advance of meetings.

### **Meeting Minutes:**

- Attend all committee meetings and accurately record comprehensive minutes that capture discussions, decisions, and action points.
- Organize meeting minutes in a clear and structured format, ensuring accuracy and clarity.
- Share drafted minutes with the committee for review and approval within a specified timeframe.

### **Communication:**

- Manage committee communication by sending out notices, announcements, and relevant updates to committee members.
- Maintain an updated contact list of committee members, cadet unit leaders, and external partners.

### **Record Keeping:**

- Maintain organized records of committee decisions, actions, and discussions, ensuring easy retrieval when needed.
- Safeguard confidential documents and ensure compliance with data protection regulations.

**Correspondence:**

- Handle incoming and outgoing correspondence on behalf of the committee, responding promptly and professionally to inquiries.
- Collaborate with the Chairman to prepare official correspondence and documentation.

**Administrative Support:**

- Assist the Treasurer in managing financial documents, invoices, and receipts.
- Support event planning and coordination by assisting with logistics, communication, and documentation.

**Committee Documentation:**

- Organize and maintain a central repository of committee documents, including meeting agendas, minutes, and key reference materials.
- Ensure that committee documents are accessible and up-to-date for all members.

**Coordination with Other Roles:**

- Collaborate with the Chairman, Treasurer, and other committee members to ensure seamless coordination of tasks and activities.
- Support the Chairman and Treasurer with administrative tasks as needed.

**Duties of Recording Monthly Minutes:**

- Attend all committee meetings and bring necessary recording equipment or tools.
- Document discussions, decisions, and action items during the meeting.
- After the meeting, transcribe the recorded information into detailed meeting minutes.
- Include key points, relevant context, and action items discussed during the meeting.
- Proofread and edit the minutes for accuracy and clarity.
- Share the draft minutes with the committee within a specified timeframe.
- Incorporate feedback from committee members and finalize the minutes for distribution and archiving.

**Qualifications:**

- Strong organizational and time management skills.
- Excellent written and verbal communication skills.
- Attention to detail and accuracy in documenting discussions.
- Proficiency in using office software for document creation and communication.
- Ability to work collaboratively with other committee members.
- Discretion in handling sensitive information.
- Commitment to fulfilling the role consistently and responsibly.