Melbourne Archdiocese
Catholic Schools

let your light shine
LUMEN CHRISTI

Lumen Christi Catholic Primary School
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Secretary – Family Engagement Team Role Description

The Secretary plays a vital role in ensuring the smooth and efficient operation of the Family Engagement Team. Displaying strong organisational skills, administrative support, enthusiasm, and initiative. The Secretary works closely with the Chairperson and Communication Officer to facilitate clear communication, maintain accurate records and support the effective running of meetings.

Key Responsibilities:

As a key member of the Family Engagement Team, the Secretary is responsible for:

- **Meeting Organisation & Documentation:**
  - Preparing and distribution of meeting agendas in consultation with the Chairperson and Principal.
  - Obtaining reports from sub-committees
  - Notifying members of meeting details, including date, time, and venue.
    - If meetings are virtual ensuring a link to the meeting is circulated and available to the school community
  - Ensuring meetings are well-organised and effectively minuted.
  - Confirming attendance and apologies of individuals for meetings.
- **Collaboration & Support:**
  - Providing guidance and advice to the Chairperson as needed.
  - Maintaining a collaborative and inclusive approach to encourage family engagement.
- **Correspondence In and Out:**
  - Responsible for overseeing the management of all incoming and outgoing correspondence in conjunction with the Communication Officer
  - Liaising closely with the the Communications Officer
  - Keeping the Chairperson informed of key issues and updates arising from correspondence received.
  - Managing and maintaining strong communication between the Family Engagement Team, office staff, school staff, and families.
- **Record-Keeping & Follow-Up:**
  - Maintaining accurate and well-organised records.
  - Maintaining the Family Engagement Team's member register
  - Keeping a record of all agendas, minutes, general reports, and sub-committee reports

- **Collaboration & Support:**
    - Providing guidance and advice to the Chairperson as needed
    - Maintaining a collaborative and inclusive approach to encourage family engagement.
    - Understanding and upholding the Family Engagement Team's protocols
- **Key Responsibilities**
    - Have a valid Working With Children's Check
    - Be willing to sign and abide by the MACS Parent/Guardian/Carer Code of Conduct

The Secretary plays a vital role in providing the efficient management and administration of all responsibilities within the Family Engagement Team. The Secretary also fosters a positive, inclusive, and united environment within the school community, promoting collaboration among families, staff, and stakeholders.