

Walton Primary School PTA

Elected Roles and Responsibilities



Secretary (Elected role)

Updated as of October 2026

Main purpose of the role

The Secretary helps keep the PTA organised and running smoothly. Working closely with the Chair and Treasurer, they support the administration of the PTA by helping to organise meetings, keeping clear records and making sure important information is shared with the committee.

Typical responsibilities

- Working with the Chair to help organise and prepare for PTA meetings.
- Preparing and circulating meeting agendas, reports and other relevant information.
- Keeping track of any actions or outstanding items from previous meetings.
- Taking clear notes at PTA meetings and preparing concise minutes to share with committee members once approved.
- Supporting the Chair with preparations for the AGM, including relevant paperwork and the annual report.
- Keeping PTA records organised and up to date, including meeting minutes, committee contact details and important documents held on the PTA's Google Drive.
- Helping to ensure the PTA follows its agreed meeting procedures, including checking that enough committee members are present for a meeting to be quorate.
- Supporting general PTA communications and administration where needed.

You might be a great Secretary if you...

- Enjoy being organised and keeping track of things.
- Are a clear and friendly communicator.
- Can listen to a discussion and capture the key points and actions.
- Are comfortable using email and shared documents such as Google Drive.
- Work well as part of a team.
- Are reliable and happy to follow up on agreed actions.

You don't need previous PTA or committee experience. The most important things are being organised, willing to get involved and happy to work alongside the rest of the team. Support will be available to help you settle into the role.