



Wamberal Public School
Parents' & Citizens' Association
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Canteen Subcommittee (CSC)
Email: canteen@wamberalpandc.org.au

Canteen Subcommittee Secretary's Role and Responsibilities

Accountable to: WPS P&C CSC Convenor

Role:

The canteen secretary's role is to prepare and keep a full and accurate record of the minutes of CSC meetings and related correspondence.

Responsibilities checklist:

- Distribute the minutes of the meetings in a timely manner.
- Prepare notice of meeting and call for items for the agenda.
- Prepare and distribute meeting agendas with the required prior notice.
- Record the proceedings of committee meetings.
- Ensure that records of meetings and related documents are properly kept.

Source: Management Sense, Food Sense, 1997. Agreed WPS CSC 25 Aug 14

Revision and Approval Table

Status	Source	Date	Responsible	Position / Comment
Approved	Wamberal PS P&C Association	15/09/2014	M.Charrett	P&C President
Revision				