

QUEEN MARGARET COLLEGE SECRETARY, PARENTS ASSOCIATION

POSITION DESCRIPTION

QUEEN MARGARET COLLEGE

Queen Margaret College (QMC) is Wellington's leading independent girls' school, providing a world class education for girls from Year 1-13, a boarding facility onsite and a co-educational Preschool. Our students are empowered to live, learn and lead in our holistic environment, which provides ample opportunities in leadership, sport and cultural activities. Although our school is built on the values of the Presbyterian Church, we welcome staff and students from all religions and backgrounds.

We believe in the importance of girls' education. Our College is small enough to ensure every girl is appreciated as an individual but sufficiently large enough to offer a full range of subjects, along with a range of sporting and cultural activities.

PARENTS ASSOCIATION

The QMC Parent's Association is a team of dedicated, enthusiastic, and supportive parents who care deeply about the QMC community. The aim of the association is that QMC whānau are part of an authentic and connected community that support each other. The Association funds projects that benefit current students, hosts events to celebrate and promote cultural diversity, and rewards leadership and special character by sponsoring several Awards and Leadership Training for seniors.

Recent events run by the Parents' Association include but is not limited to:

- Late Summer Festival
- New Families Welcome Evening
- Sapaui preparation for Samoan Language Week
- Pre-loved Uniform Sale
- Matariki Hāngī
- Quiz Night

The Parents' Association not only helps parents and caregivers play an active role in school life, but also provides practical support – such as meals, stationery, and uniforms to families in need.

POSITION VACANCY: SECRETARY, PARENTS ASSOCIATION

With the upcoming Annual General Meeting, the role of secretary is open to receive nominations to support the Parents Association with their activities

What the role involves

- Administration of all official correspondence on behalf of the Parents Association, including meeting agendas, recording, preparation and distribution of meeting minutes
- Administrator documentation for the Annual General Meeting
- Working closely with the President and Treasurer of the Parents Association to support committee activities within the school community
- Support Association-led events and initiatives
- Strengthening communication and visibility of the Association's work across the school community

Who we are looking for

- A confident, approachable communicator who is comfortable being visible in school community
- Someone who enjoys building relationships across different parent groups and cultures.
- Strong sense of service, empathy and discretion; able to balance care with clear boundaries.
- Collaborative, organised, and able to bring others in the wider PA together.
- Strong organisational and written communication skills
- Experience with meeting procedures and digital tools
- Attendance at scheduled meetings alongside time commitments for meeting preparation
- Ideally a parent with a child in the junior or middle school, to support continuity over several years.

If you are interested in being considered, please send your CV (outlining your connection to the school and relevant experience/skills) to qmcpapresident@qmc.school.nz by **Monday 23rd February 2026**.

Expressions of interest will be reviewed ahead of election at the Parent Association AGM on **2nd March**.