

PTA Secretary

Description: Take minutes at all meetings. Type and distribute minutes via email or hard copy. Maintain attendance logs. Maintain bylaws and goals, standing rules and conduct all written correspondence. (Thank yous, etc..) Assist in running meetings.

Responsibilities

1. Attend the orientation training at Innisbrook (held in July) and any other training possible.
2. Attend all Executive Board, Executive Committee and General Assembly meetings.
3. Provide an accurate account of all reports, motions and planning items discussed during the Executive Board and General Assembly meetings.
4. Provide and maintain an attendance record for all Executive Board meetings.
5. Help the president prepare the agenda for the Executive Board and General Assembly meetings.
6. Provide copies of the current meeting agenda and last meeting minutes to all attendees.
7. Provide the President with any assistance necessary to run an organized and thorough meeting.
8. Occasionally writing E-mails to members of the Executive Board concerning PTA business.
9. Maintain the chapter bylaws.
10. Maintain the chapter goals for the year.