

Secretary/Recording (Executive Board Member)

Primary responsibility is to keep an accurate record of PTSA General and Executive Board meetings. Attends both PTSA General and Executive Board meetings and records meeting minutes, attendees, and motions. Type PTSA meeting minutes for approval, usually 1-2 pages of notes. Keeps an original version of the current by laws with amendments properly entered. Handles correspondence i.e. thank you notes to donors. Keeps all materials, motions, agendas for both General and Executive meetings. Keeps a record of activities in a notebook for future Secretary. Assists President in maintaining the Security and Record Retention Policies. Signer for Check Requests.