

This is a general job description. Specific duties may vary from year to year.

Secretary

- ❖ The Secretary shall attend, take minutes and record all business conducted at every meeting of the Executive Committee, Board of Directors, and General Membership.
- ❖ The Secretary's job responsibilities include, but are not limited to, the following activities. The Secretary shall:
 - ❖ Attend the Washington State PTA Convention, attend "PTA and the Law" and "For the Record" PTA Secretary classes, and follow the rules and regulations outlined in the publications, PTA and the Law and Secretary.
 - ❖ Report to the President, serve as an active participant on the Executive Committee and Board of Directors, and attend PTSA board meetings with voice and vote.
 - ❖ Work with the President to publish a tentative agenda before all General Membership and Board of Directors meetings via website, newsletter/Enews and bulletin board.
 - ❖ At the Board of Directors and General Membership meetings, determine whether a quorum is present, handle attendance, and in the event that President and Vice Presidents are absent, call the meeting to order and ask for nominations for a chair pro-tem.
 - ❖ Update the Standing Rules and maintain a 3-ring binder containing the following:
 - Standing Rules
 - Mission Statement and Goals
 - Norms
 - District Calendar
 - School Calendar
 - Minutes

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- Attendance sheets
 - Financial & Budget Report
 - Copies of Presentations (attachments)
 - Washington State PTA Secretary handbook
- ❖ Working with the Treasurer, maintain the *Legal Documents Notebook* containing the following:
- Washington State PTA Uniform Bylaws
 - Standing Rules
 - Incorporation Information
 - Internal Revenue Service
 - Insurance
 - Hold Harmless & Grant Agreements
 - Charitable Solicitations
 - Bank Accounts
 - Equipment Inventory
 - Washington State PTA *PTA & The Law*
 - Washington State PTA *Money Matters*
- ❖ Have people document their motions on paper at the Board of Directors and General Membership meetings, then count, record and announce the outcome of the vote.
- ❖ Read important correspondence (received by the unit) to the members and write thank you notes at the President's request.
- ❖ Assemble awards for the unit's entry to the Washington State PTA Best Practices competition.

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- ❖ At the end of the year (June 30), ensure that all copies of the *Legal Documents Notebooks* and permanent record files are in order. Perform an inventory of the Discovery PTSA office and pass that inventory, along with Secretary notebooks, to the incoming Secretary.