



## **SECRETARY**

Beacon Hill PTA 6.15.42

The secretary is a member of the PTA board of directors and executive committee. This is an elected position, nominated and approved by simple majority vote at a general membership meeting in the spring. The term of this position is one year, beginning July 1<sup>st</sup> and ending June 30<sup>th</sup> of the following year. A commitment of at least two terms is desirable.

### Duties and Responsibilities

- The secretary attends and keeps minutes of all board of directors, executive committee, and general membership meetings.
- Together with the president, the secretary plans the meeting agenda and informs the president of any unfinished business at the meetings. The secretary also issues all “calls” or notices of meetings and conducts such correspondence as the board of directors or executive committee may designate.
- At meetings the secretary determines if a quorum is present, handles attendance, and in the event both the president and the vice president are absent, calls the meeting to order and asks for nominations for a chair pro-tem.
- After the minutes are approved, it is the secretary’s responsibility to ensure they are posted on the website with the treasurer’s monthly financial report attached.
- Works with the treasurer and the membership chair to keep an up-to-date roster of members and keep an up-to-date record of all committees, making sure the names, addresses, email addresses and phone numbers of new officers and any changes in this data are entered via WSPTA’s online membership enrollment program.
- At the end of the year (June 30) the secretary should be sure all copies of the legal documents notebooks and permanent record files are in order and ready to transfer to new officers.
- Hard copies of all minutes, correspondence, committee reports, newsletters, meeting notices, etc., should be maintained, by the secretary, in the official files at the school.