

Bishop's Peak Elementary School
Secretary
Job Description

The Secretary serves as the main recorder of Minutes at the General PTA Meetings.

The Secretary's duties are, but not limited to, the following:

- Accurately record Minutes and attendance of all General PTA Meetings
- Record action taken by the group, with action recorded in the order it took place in the Minutes
- Prepare a list of unfinished business items for the President
- Read the Minutes of any previous meeting when called upon to do so
- Make corrections tot the official Minutes
- Type Minutes (within one week of meeting, although preferably by the next day) and make required number of copies for distribution at the monthly meetings
- Post Minutes on website and place copy in case outside of Library
- Correspond with members including notice of meetings
- Send any letters or thank you notes as requested by the President
- Perform additional duties as needed