



## Secretary Job Description

### Section 3 - The Secretary Shall:

- a. Keep a correct record of all meetings of the St. Joseph Council PTA. The minutes are to be typed and saved to a flash drive. A printed copy will be kept in a binder in chronological order.
- b. Be prepared to read the records of any previous meetings.
- c. File all records.
- d. Keep an accurate roster of the names of the local PTA/PTSAs in membership, the names and addresses of the council executive committee, a list of all standing and special committees, and other duties as may be delegated.
- e. Forward to the state office no later than March 31, the names and addresses of the newly elected officers.
- f. Have a current copy of the bylaws.
- g. Collect and preserve documents relating to the history of the St. Joseph Council PTA.
- h. Prepare an annual report of the work done by the St. Joseph Council PTA.
  - One copy of this annual report will be placed in the permanent file of the President of the Council and also published in the last issue of Clippings.
- i. Conduct such correspondence of the Council as directed.
- j. Maintain a file of all letters to the Council and of correspondence from the St. Joseph Council PTA.
- k. Advise on all questions asked of parliamentary procedure at Council meetings.
- l. Bring the Council's copy of "Robert's Rules of Order" to all Council meetings for reference.

### Other Duties Shall Include:

- a. Present a plan of work for this office.
- b. Shall submit articles to Clippings as assigned. Keeping one copy for this procedure book.
- c. Be a member of committees:
  - Founders Day
  - St. Joseph PTA Council Lifetime Leadership Award
  - Davis-Langmarch
  - Outstanding PTA Unit
  - Budget committee

- d. Email notices monthly - General Meetings are September, October, November, December, January, March, April and May Notices for this meeting go to: Council Executive Board, PTA Presidents, St. Joseph School District Downtown Office, All School Principals, School PTA Unit Executive Officers.
- e. Shall perform the duties outlined in the bylaws and those assigned from time to time.
- f. Study the bylaws to familiarize yourself with procedure.
- g. Keep files/procedure book of this office up to date.
- h. At the end of each year; an annual report must be written and placed in this procedure book to pass along to your successor.