

SECRETARY



You like to keep people informed!

TIME COMMITMENT

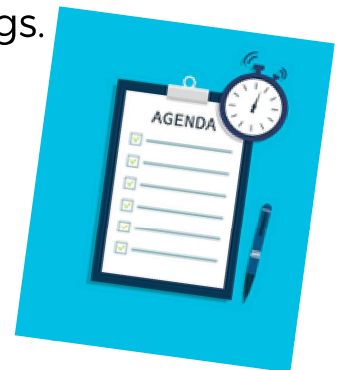
1-2 hours per month and 2 monthly meetings.

BUSIEST TIME OF YEAR:

The week before each Board and Association meeting.

SUMMARY OF ROLE:

Keep a record of PTA Board and Association meetings.



ONGOING TASKS & RESPONSIBILITIES:

- Attend PTA Association and Board meetings and take notes on the proceedings.
- Upload all minutes and agendas to the Google drive.
- Email the agenda and minutes for association meetings.
- Sign all authorizations for payment, along with the president.

