

## PARK ROAD PTSA COMMITTEE JOB DESCRIPTION

<b>Committee Name:</b>	<b>Secretary</b>
<b>Past Chair/Co- Chairs:</b>	<b>Katja Stevens, Nicole Cox</b>
<b>Timeframe for Activity(s):</b> (Ex: Fall, Ongoing, March, etc.)	<b>Ongoing</b>
<b>Time Commitment:</b> (Ex. 5hrs/week, 10hrs/month, etc.)	<b>Approx. 3 hours a month</b>
<b>Other Personnel Involved:</b> (Ex. PTSA Chairs, Chess Instructor, Mrs. Haefle, Mrs. Healy, Classroom Teachers, etc.)	<b>PTSA co-chairs</b>
<b>Job Description:</b>	<b>The secretary is responsible for keeping accurate records of the proceedings of the association. Conducts the correspondence of the association.</b>
<b>Outline or Schedule of Duties/Responsibilities:</b>	<p><b>Records all business transacted at meetings of the association and presents the minutes for approval at the next meeting.</b></p> <p><b>Has on hand for reference at each meeting a copy of the approved by-laws, agenda, minutes of the previous meeting, list of unfinished business, list of committees, chairs and all members.</b></p> <p><b>In consultation with and at the request of the co-chairs assists in the preparation of the meeting agenda.</b></p> <p><b>Read and distributes printed copies of the minutes of any previous meeting for approval.</b></p> <p><b>Counts votes when requested by the presiding officer</b></p> <p><b>Acts as custodian of all records, except those specifically assigned to others and promptly delivers all records to successor</b></p> <p><b>Calls the meetings to order in the absence of the co-chairs and conducts elections.</b></p>
<b>Supplies Needed:</b>	