**Felida PTA – SECRETARY Job Description**

***(Must be a PTA member in good standing at least 30 days prior to election)***

**GENERAL DUTIES**

1. Be familiar with WSPTA By-Laws and Felida PTA Standing Rules.
2. Attend all Executive Committee meetings (as needed).
3. Attend all Board of Director meetings held once a month.
4. Attend all General Membership meetings held at least three times a year.
5. Attend PTA sponsored programs and activities of your local unit and the Vancouver PTA

Council, if possible.

1. Attend one District, Regional, State and/or National meetings/workshops/conference. “PTA and the Law” is especially important and informative.

**OTHER DUTIES**

1. Plan and prepare the agenda under the direction of the President, for Board & General Membership meetings once a month. Prepare Sign-In sheet, motions and agendas for all in attendance.
2. Take notes and prepare minutes for all Board and General meetings. See WSPTA Secretary handbook for details on how to keep minutes.
3. Maintain copies of Agendas, Minutes and Treasurer’s Reports in the Secretary’s Notebook.
4. Attend Executive Committee meetings and keep the minutes if requested by the President. Work on proposed Calendar, Standing Rules and other duties as explained by President.
5. Work with Treasurer to keep the Legal Documents Notebook up to date. Store in PTA safe.
6. Update Job Description files as needed.
7. Read correspondence to the PTA Board of Directors – at the request of the President.
8. At the request of the President, help to compose, type and send correspondence to be sent from Felida PTA.
9. Be prepared to hand over all paperwork, minutes, notebooks, etc. to incoming Secretary by June 30th.

**Nominee’s Consent:**

I have read and understand the duties of the Felida PTA Secretary. I am willing to accept the responsibilities of this position.

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Nominee’s Name

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Nominee’s Signature