

## Executive Board Member

# Secretary

Attend all Board and General Meetings.

Attend PTA and the Law at least every other year. Attend other trainings offered through Region, State, etc as necessary (must complete at least 1 state training a year).

Be familiar with WA State PTA Secretary Handbook found under Resources on the WA State PTA website.

Take minutes and record all business at each meeting. Disseminate minutes/information to board within 7 days of meetings.

Coordinate distribution of Board/Committee Report forms for all meetings as necessary.

Coordinate monthly newsletter items to keep membership informed of PTSA activities.

Take roll at all Board and General Meetings. Ensure quorum is met. Notify President if quorum is not met.

Attend quarterly council meetings if asked by President.

Have copies of previous meeting minutes available at all Board and General meetings for approval.

Notify President of any unfinished business to be included in meeting agendas. Work with president on meeting Agendas.

By June 30<sup>th</sup>, be sure all copies of the legal documents notebooks, committee notebooks, and permanent record files are in order and ready to transfer to new officers.

Receive current year financial records from treasurer to file with permanent records.

Check PO Box at least once per week, get bills or any documents to appropriate board chairs and make sure PO Box fee is paid on time.

Attend a budget review with the executive board over summer to finalize the budget for the following school year to be approved at first general meeting of the year.

Send out and collect awards nomination forms to the school end of winter/beginning of spring for Golden Acorn, Heart of the Hawk and Outstanding Educator.

Coordinate an awards committee meeting in the spring with executive board and present the nominations for Golden Acorn, Heart of the Hawk and Outstanding Educator.

Coordinate an awards ceremony to present Golden Acorn, Heart of the Hawk and Outstanding Educator (can be a reception at the end of a staff meeting).

Apply for Awards of Excellence (if applicable) through the WA State PTA.

Maintain PTSA Supplies and Paper.

Maintain training records for executive team.

Check folder at school at least once a week.

Send any social media posts on behalf of the PTSA to communications.

Upload all pertinent documents to OneDrive by June 30th.

Meet with replacement for following year (if applicable) by June 30th for training .