

## **RESPONSIBILITIES OF A SECRETARY**

- ◆ Keep an accurate record of each meeting.
- ◆ Keep an up-to-date list of all PTA members.
- ◆ Keep original version of the current bylaws with amendments properly entered.
- ◆ Keep a record of all committees and their members.
- ◆ Provide a list of pending and potential business for the president or chairman before the meeting.
- ◆ Handle correspondence (unless there is a corresponding secretary).
- ◆ Notify members of meetings.
- ◆ Other duties as assigned by the president or organization.
- ◆ Keep all materials, contracts, motions, etc., until the end of the term. At transition meeting review materials with the incoming secretary, explain use or discard if no longer needed.