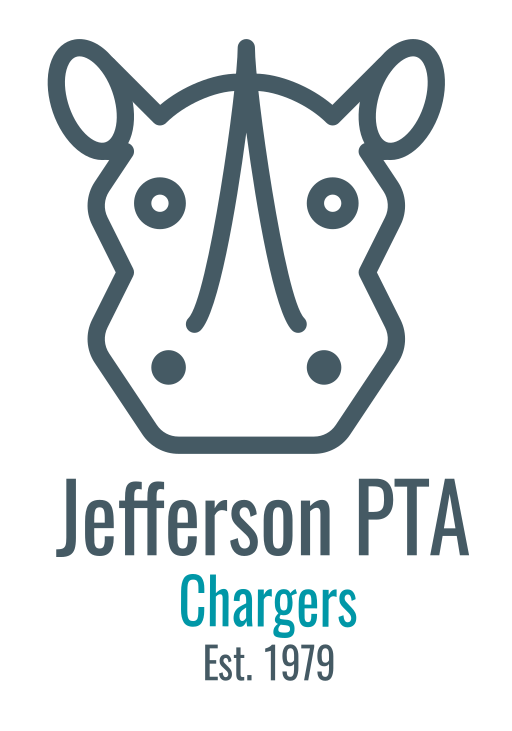
Jefferson Elementary PTA

2500 Cadet Way, Everett WA, 98208

**Duties of the secretary**

The secretary takes minutes, may plan the meeting agendas, issues notices of meetings, handles correspondence, and keeps a roster of members and a record of all committees. The secretary may also have additional duties as directed by the local PTA’s standing rules or by the president.

It is important that the secretary attend a WSPTA secretary’s class to learn in greater detail how to perform this job.