

## **SECRETARY**

This elected officer is responsible for keeping records and overseeing account information to ensure that the PTA is operating according to the rules. They act as a "check and balance" for the board.

The Secretary does not appoint chair positions and is prohibited from being an authorized check signer.

## **DIRECT DUTIES**

- Attend monthly board meetings
  - Vote on board issues
  - Transcribe and publish the official minutes from the board meetings
- Create and publish monthly status report for PTA
  - Gather status from all elected officers
  - Publish status report prior to monthly board meeting
- Review monthly bank account statements
- Act as a voting delegate to the state and national PTA councils