PTA Secretary

Time Required:

- 1 hour a month for Board meetings
- 1 hour a month to draft meeting minutes and distribute for edits/comment and distribute final minutes to be posted on PTA website
- 2-5 hours on day of events

Summary:

- Record the minutes of all meetings
- Post meeting minutes to PTA website
- Keep the official copy of the local PTA bylaws
- Maintain a membership list as required by Virginia PTA
- Maintain PTA bulletin board in front office
- Check PTA mailbox in front office and assist with distributing to the correct person

Committee Responsibilities:

- Membership Committee
- School Supply List
- Watch D.O.G.S.