

# General Job Description

## Secretary

### Basic Function:

Serve as an elected officer, representing the membership and best interests of the organization.

Maintains open communication with and exercises personal leadership in the motivation of the other officers, board members and the membership-at-large.

Takes part in monitoring and evaluating organizational performance and effectiveness.

Is, or is willing to become, familiar with the function of Oregon PTA and National PTA.

### Duties, Responsibilities and Authority:

- Be sixth in succession.
- Create an annual plan of work with goals and actions by July 1<sup>st</sup>.
- Attend all meetings of the Board of Directors, Executive Committee, Convention and State Board workshop/training sessions.
- Study specific activities and duties of office and perform these activities and duties in a timely and professional manner.
- Receive and send out Oregon PTA correspondence as requested by the Board of Directors, and authorized by the President.
- Record minutes of Convention, Board of Directors, Executive Committee and special meetings.
  1. Take minutes of Board of Directors meetings, Executive Committee and special meetings and make sure they are distributed to all appropriate members within two (2) weeks of each meeting. Minutes shall be presented at the next appropriate meeting for approval. Following approval, the minutes from any meeting shall be kept at the state PTA office.
  2. Take minutes at the annual convention. The president shall assign at least two other individuals as scribes (to take minutes). The secretary shall compile the minutes and send a copy to all Board of Directors members for review within 30 days following the end of the annual convention. These minutes shall be corrected as necessary and accepted at the summer Board of directors meeting.
  3. Attach to the minutes all reports, original copies of motions, and such other materials as are necessary for the complete record.
  4. Add a footnote at the end of all minutes stating: "The following reports and discussions( submitted by the originator) are filed to clarify action taken above".
- Keep an up-to-date list of assignments to committees.
- Serve as chair of the Standing Rules Committee.
- Serve on additional committees of the Board of Directors as needed.
- Compile **Convention Rules** to be read at the winter Board of Directors meeting.
- Provide a written report at all Board of Directors meetings and as requested by the President.
- Evaluate, revise and develop state secretary materials including:
  1. Relevant sections of the officers Manual.
  2. Training materials for local unit leadership training.
- Provide a written report at all Board of Directors meetings and as requested by the President.