

SECRETARY

(2.5)

Job Summary

1. Responsible for keeping minutes of the proceedings of business meetings, Executive Committee Meetings and Board of Directors Meetings
2. Reports to the membership at the annual conference and to the Board of Directors on request
3. Prepares a summary of proceedings of the business meetings to be sent to the Executive Office within 30 days
4. Voting member of the Executive Committee and Board of Directors

Term: 2 years

Responsibilities:

1. Attends all Executive Committee, Board of Directors, and business meetings
 - a. If unable to attend, appoints another member of the BOD to perform the secretarial duties
 - i. Notifies President of the appointment
 - b. Is prepared to furnish the exact wording of motions pending before the BOD or membership
 - c. Is prepared to furnish the exact wording of motions pending before the BOD or membership
2. Submits reports regarding membership information and meeting attendance at each business meeting
3. Provide minutes of the business, Executive Committee, and Board of Directors meetings
 - a. Records approved motions and pertinent information
 - i. Completes secretarial records within thirty (30) days following all meetings
 - ii. Sends typed minutes to Executive Office for duplication and distribution
 - iii. Submits minutes for approval at next meeting
 - b. Maintains original copy of all minutes and motions for the current year, and then sends to the Executive Office for continued archive in perpetuity
 - c. Maintains original copy of all minutes and motions for the current year, and then sends to the Executive Office for continued archive in perpetuity
4. Along with the Executive Office, updates and maintains records

Qualifications

1. Comprehensive knowledge of PTAG Bylaws, Strategic Plan, and Board of Director policies and procedures
2. Detail-oriented
3. Effective writing skills

Commitments: Time and Financial Time:

1. Meeting attendance at regularly scheduled meetings of Executive Committee, Board of Directors, and Leadership Team, as well as the annual conference
2. Approximately 2 hours per week to fulfill the required duties

Financial: 1. Time away from work to fulfill the required duties and attend meetings

SECRETARY – 12/19

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