

Dorothy Fox PTA Secretary Position

The secretary is part of our Executive Committee/ Board of Directors. We hold regularly scheduled once monthly Board meetings and monthly General Membership meetings. The secretary shall take minutes and record all business transacted at each meeting (board and general membership) of the unit/council, and of the executive committee, making sure all minutes are complete. The secretary must prepare the minutes for approval at the next meeting.

Additional duties of this Executive Board position include:

- Plan, set policy goals
- Ensure financial integrity
- Review, evaluation, make recommendations to the general membership
- Transact necessary business between general membership meetings
- Has decision-making authority, with limits defined in standing rules