

Secretary

1. Record minutes of all minutes of the organization and or the Executive Board.
2. Responsible for the correspondence of the organization and shall perform such duties as may be delegated.
3. Distribution of copies of minutes:
 - a. 1 copy to PTO President
 - b. 1 copy to secretary
 - c. 1 copy to PTO Binder

To prepare for each meeting:

Run 15-20 copies of previous meeting's minutes

Run 15-30 copies of the President's agenda

Set the copies along side a blank roster to take attendance

After each month's board meeting, there will be minutes which should be typed and distributed in the same way as the general meeting minutes. The agenda for the general meeting can be outlined from the board meeting minutes.

In the minutes, care should be taken to record the exact details of all motions and votes. MSP is short for motion seconded and passed.

The minutes must always record the fact that a motion and vote accepted the previous meeting's minutes. A motion and vote must also accept the Treasurer's report. If there are any discrepancies, it should be noted and a vote to accept them with those changes should be taken. The secretary is required to attend both the Executive and General PTO meetings.

