

Secretary

Voted by the PTA General Membership

Qualifications:	PTA Member
Term:	President commits to one year of service. There is a two consecutive term limitation.
Responsibilities:	<ul style="list-style-type: none">• Attend PTA General & Board meetings, and present previous meeting minutes for review/approval x Record attendance at meetings, and record/distribute/post meeting minutes, including maintaining current posting of minutes on the PTA bulletin board by the PTA office.• Post PTA meeting calendar, and send timely reminders x Maintain the Secretary (Minutes) files, and pass them on to the incoming Secretary.• Manage the email inbox for clarkpta@gmail.com and info@clarkpta.org and delegate or answer messages as appropriate.• as Washington state liaison for state PTA awards.• Draft annual programs and events calendar in April/May, based on input from annual survey and committee evaluations.• Collect, maintain and distribute all Clark grant applications and serve as staff liaison.• Attend regional conferences and relevant training (including PTA & the Law).• Obtain/maintain valid Food Handler's Permit (if needed).