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# Secretary

**TERM** Two Years (July to July)

## OBJECTIVE

Ensure accurate and sufficient documentation of the business of Texas PTA.

## DUTIES

- Record and maintain the minutes of all meetings of the board of directors and the association's annual meeting;
- Provide minutes to the board of directors within thirty (30) days after each meeting;
- Provide annual meeting minutes to members within thirty (30) days after the meeting;
- Collaborate with other leaders and staff to set the strategic direction of the association;
- Support and exhibit loyalty to the association and its leadership;
- Serve on committees of the Texas PTA Board of Directors, as assigned by the Texas PTA President; and
- Serve as secretary of Lone Star Statewide PTA.

## COMMITMENT

- Attend three in-person meetings of the board of directors annually (typically held in September/October, February and July and tied to events when possible) and be available for conference calls or webinars as needed;
- Represent Texas PTA at the following events:
  - LAUNCH (typically held in July);
  - All-Committees Weekend (typically held in September, following election);
  - Rally Day at the Capitol (typically held in February when the Texas Legislature is in session);
- Attend Lone Star Leadership Weekend, at the invitation of the Texas PTA President (typically held in June); and
- Represent Texas PTA as assigned by the President.

## PREFERRED SKILL SET

- Comprehensive knowledge of and passion for PTA;
- Strong leadership skills;
- Above average presentation, written and verbal skills;
- Deadline-oriented;
- Professional appearance; and
- Ability to work well with others.

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