



everychild.one voice.®

**Texas PTA State Office**  
408 West 11th Street  
Austin, Texas 78701

1-800-TALK-PTA

[txpta.org](http://txpta.org)

Texas PTA



@txstatepta



@texas\_pta



Texas PTA



## SUMMARY OF RESPONSIBILITIES

# 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 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;
- Serve as secretary of Lone Star Statewide PTA;
- Collaborate with other leaders and staff to set the strategic direction of the association; and
- Support and exhibit loyalty to the association and its leadership.

### COMMITMENT

*\*Subject to annual budget approval*

- Attend three meetings of the board of directors annually (1-2 days duration including events);
  - Rally Day at the Capitol (typically held in February);
  - LAUNCH (typically held in July);
  - Fall board meeting (typically held in October);
- Attend All-Committees Weekend following election in July (2-3 days duration);
- \*Attend Lone Star Leadership Weekend (typically held in June);
- Conference call and webinar availability; and
- Represent Texas PTA as assigned by the President.

### PREFERRED SKILL SET

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