



Secretary

1. Take minutes and record all business transacted at each Board and General meeting of the FHMS PTSA, making sure all minutes are complete
 - a. Minutes should include recording attendance and motions made
2. Prepare the minutes for approval at the next meeting
3. Provide the minutes (both unapproved and approved) for each Board and General meeting
4. Assist with the meeting agendas with the President and inform the President of any unfinished business from prior meetings
5. At meetings: determine if a quorum is present, handle attendance, and in the event that the President is not in attendance call the meeting to order and follow the procedure in the Standing Rules.
6. If unable to attend a meeting, ask someone to act as Secretary to present minutes from previous meeting and take minutes of current meeting
7. If not previously trained, attend a State PTA Secretary training
8. Maintain copies of all minutes, correspondence, committee reports, newsletters, meeting notices, etc. in Sharepoint