Roles and Responsibilities of the Whittier PTA Secretary

The secretary is the record-keeper for the Whittier PTA.

**Essential duties of the secretary**, mandated by the PTA by-laws, are:
- Record and maintain the minutes of the association
- Have a current copy of the bylaws
- Maintain an up to date membership list
- Perform other duties as assigned

**Implied duties of the secretary**, based on the essential duties, are:
- Be prepared to answer all information requests promptly
- Make meeting minutes and other PTA information readily available using PTA bulletin board, school newsletter and other information channels
- Participate in monthly executive board meetings and general PTA meetings

**Optional duties of the secretary** include:
- Chair the Events and Communications committee of the PTA board
- Draft and coordinate PTA communications (new parent information, fundraising, advocacy, event publicity, community building, etc.)
- Publish a weekly e-newsletter about PTA and school events and issues
- Assist in developing PTA policy
- Participate in school activities as much as possible