

## Secretary

Commitment Level:  5 hours monthly

### Requirements:

1. Must be PTSA member (\$12/school year) at least 30 days prior to your election.
2. Must be cleared to volunteer in the Kent School District. This must be completed every school year.  
<http://www.kent.k12.wa.us/domain/1057>
3. Must attend monthly PTSA board meetings typically held the 2nd Monday of each month.
4. Excellent organizational and communication skills are a must.

### Training:

1. You will be primarily trained by the former secretary.
2. You are required to attend 1 Washington State PTA sponsored training per school year. These are provided free of charge. Additional trainings are provided by the Kent Area Council PTA on a regular basis throughout the school year.

### Responsibilities:

1. Assist with board and general membership meeting agenda preparation.
2. Take meeting attendance.
3. Take meeting minutes at all board and general membership meetings. Type and share those minutes within 30 days.
4. Have a basic understanding of Robert's Rules of Order.
5. Act as the PTSA historian maintaining a copy of all minutes, including a Secretary notebook that contains at least 2 years worth of meeting minutes, sign in sheets, current standing rules, and a copy of the WSPTA Uniform Bylaws.

### Responsibilities of all Elected Board Members (President, VP, Secretary, and Treasurer):

1. Appoints all board members and chairpersons for a term of one (1) year, which can be extended.
2. Appoints a non-signer to review and sign the monthly bank statement.
3. Reviews and revises, if necessary, the standing rules annually. Standing rules are approved annually by the general membership at the first meeting of the school year.
4. Maintains the WSPTA Standards of Affiliation contract and ensures that the PTSA remains in good standing.
5. Reviews the budget prior to its annual submittal to the general membership. The budget is approved the spring prior to taking effect at a general membership meeting.
6. Approves committee plans on an ongoing basis based on current budget forecasts and financial conditions.
7. Transacts necessary business between meetings of the membership and presents recommendations to the board and/or general membership for consideration.

If you would like more information on the job, please contact the former secretary listed below.

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