

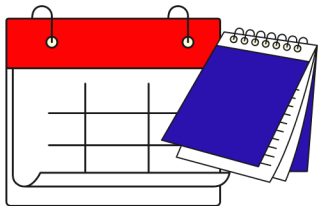
The

SECRETARY

CORRESPONDER

NOTE-TAKER

RECORD-KEEPING



Prepare master calendar as directed by the President. Keep an accurate record of all meetings of the organization and Executive Board. Prepare typed copies of the minutes to be distributed to Board Members of the following meeting. Be prepared to refer to minutes of previous meetings. Prepare a list of unfinished business for the use of the President. Maintain current contact list of the organization. Conduct all necessary correspondence of the organization. Notify officers of upcoming meetings. Maintain a file of all PTSO printed communications to include flyers, newsletters, etc. Post minutes of all PTSO meetings into the binder in the main office of the school within five (5) days of the meeting. Minutes must be kept in the binder or (3) three years. Maintain current PTSO information as currently structured in the PTSO binder.