**PTA Secretary Duties**

* Take notes and participate at PTA Board and Membership meeting.
* Review and revise notes to prepare draft meeting minutes.
	+ Using a minutes template and typing notes at the Board meeting, significantly reduces the amount of time to complete minutes (usually about 15-30 minutes a month).
	+ Email draft minutes to Board 10 days before each meeting to review.
* Present draft minutes to Board and Membership at meeting.
* Make any edits to draft minutes, finalize and post on PTA website (5-10 minutes a month).
* Review emails from Board and members and respond as appropriate (varies, but not significant).
* Volunteer to support as many PTA events as possible (varies based on availability).