

SECRETARY

Qualifications:

- Be a current member of PTA.
- It is preferred to have served as a secretary at a local or council PTA.
- It is preferred to have previously served at least one term as a member of the Utah PTA Board of Directors.
- Have a knowledge and understanding of PTA mission, purpose and programs.
- Have a working knowledge of parliamentary procedure (use Robert's Rules of Order), the bylaws, and standing rules.
- It is preferred to have a working knowledge of the Google Non-Profit Suite.

Job Description:

1. Know and support the mission of Utah PTA.
2. Utilize and update position procedure book and other materials and be ready to pass onto successor.
3. Review and update website pages related to this position on a regular basis.
4. Serve as a member of the Utah PTA Board of Directors, Board of Managers and Executive Committee.
5. Oversee the official records of Utah PTA
6. Maintain record of all passwords associated with Utah PTA accounts
7. Serve as a member and secretary of the Executive, Finance, Legislative Advocacy, and Convention committees.
8. Serve on other committees as requested.
9. Prepare the calendar of events, deadlines and meetings and update on the Utah PTA Office Calendar.