

The Secretary shall:

1. Record minutes at meetings of the Board, Executive Committee, and the annual convention.
 - a. Minutes should be concise and accurate.
 - b. Minutes in general should include the name of organization, the date and place of meeting, guests attending, the time of call to order, topics covered, actions taken, correspondence, announcements, and time of adjournment. Lengthy discussions and opinions need not be recorded.
 - c. Motions, seconds, amendments, a brief description of the discussion, and all such information as it pertains to voting shall be recorded in the minutes.
 - d. Attendance of Board Members shall be included in the minutes. Absences, both excused and unexcused, shall be noted.
 - e. Collect copies of the budget, reports, and any other documentation pertaining to the meeting to be filed with the approved minutes at the NMPTA office.
 - f. Promptly prepare the minutes of meetings and submit to the Board by email for editing and review. Corrections will be made and the finalized minutes re-sent to Board members no later than 30 days following the meeting.
 - g. Present the minutes at the following meeting for Board approved. The word “approved” and the date of approval shall be written at the end of the minutes.
The Secretary shall sign the minutes and file them at the NMPTA office.
2. Have copies of all minutes of previous meeting available at all meetings.
3. Have available and initiate the use of official motion forms at all meetings.
4. Have a copy of the bylaws available at all meetings.
5. Assist the President with information on any unfinished business for the agenda.
6. Promptly handle correspondence as requested by the President.
7. Assist the Bylaws Chairman. Act as Bylaws Chairman in the absence of a chairman.
8. Assist the Communications Chairman. Act as Communications Chairman in the absence of a chairman.
9. Update the online calendar used by NMPTA Board of Directors.
10. Serve as a member of the Committee on State and Local Relations.
11. Update board report document in Google Drive.
12. Order the NM Past President’s Pin and the National Life Achievement Award from National PTA after the Winter Board Meeting.
13. Perform additional duties and serve as a chairman of additional committees as deemed necessary by the President and the Board.

Position Requirements:

- Prior experience in unit.
- Familiarity with the Local Leader Kit and the National PTA web site.
- Understanding of local, State and National bylaws.
- Secretarial experience, promptness, accuracy, and typing skills.

- General knowledge of other offices and their duties.
- Must be a member of the Land of Enchantment PTA.