



Time commitment about 3 hours per month

- Attend meetings of the board and general membership
- Prepare the agenda for all meetings
- Keep an accurate record of all meetings of the Board and general membership.
- Maintain and distribute a contact list for all board and committee members.
- Distribute copies of meeting minutes to all board members.
- Maintain all approved minutes, agendas and other documentation presented at each meeting.
- Label and store all binders at year end in designated PTA storage area on campus.