

## Secretary Job Description

Duties of all Issaquah PTSA Council officers and board members:

- Each member of a nonprofit board has three legal duties, collectively known as their “fiduciary” duty. A fiduciary is a person who holds something in trust for another. A PTA board is charged with holding the well-being of the PTA in trust for its members. The three legal duties are:
  - Duty of Care: to pay attention to the organization’s activities and operations and to comply with applicable federal, state, and local laws;
  - Duty of Loyalty: to put the interests of the organization before personal and professional interests;
  - Duty of Obedience: to remain the guardians of the mission and ensure funds are spent on the mission.
- Be familiar with the vision, mission, goals, programs, and resources of Issaquah PTSA Council, WSPTA, and National PTA and lead their implementation within the council area.
- Be knowledgeable of and perform the duties included in the Issaquah PTSA Council Standing Rules, [WSPTA Uniform Bylaws](#), [WSPTA Policy Manual](#), [the Standards of Affiliation agreement](#), [the Council Handbook](#), role-specific Handbooks, and basic parliamentary procedure.
- Manage council finances in a fiscally prudent manner in accordance with the approved budget and approve the financial review.
- Communicate regularly with fellow council officers, committee chairs, and local PTA officers and delegate responsibilities appropriately.
- Assess needs, requirements, and desires of local PTAs, and develop proposed budgets, plans, programs, and workshops to serve those needs.
- Reach out to leaders of under-represented groups to encourage participation and collaboration on shared goals to improve the lives of children.
- Present recommendations to the membership for action.
- Facilitate and attend Issaquah PTSA Council, WSPTA, and relevant local PTA events.
- Transact necessary business between membership meetings.

Duties of the Issaquah PTSA Council Secretary:

1. Prepare accurate minutes of all meetings.
  - a) Provides attendance sign-in sheets at council meetings.
  - b) Notifies the president of any unfinished business.
  - c) Provides a synopsis of council minutes to the newsletter editor or communications chair in a timely manner.
2. Is responsible for correspondence as designated by the president.
3. Maintain rosters of the members of council standing and special committees and of local PTAs served by the council with names and addresses of their officers.
4. Maintain a copy of the Council’s [Legal Documents Notebook](#).
5. Be knowledgeable of and perform the duties included in the [2021-2022-Secretary-Handbook.pdf](#)
6. Performs any other duties designated in the council’s standing rules or requested by the president.