



EXECUTIVE BOARD

RECORDING SECRETARY

PURPOSE: TO RECORD AND DISTRIBUTE MINUTES

- Attend all Board and General Meetings of the PTSA.
- Take minutes at Installation meeting in May. These minutes must reflect the official titles and names of the incoming officers, specifically the co-presidents and Treasurer. These minutes must be submitted to SunTrust Bank when the Co-Presidents establish their authorization signatures on file for the AHS PTSA bank account
- Take minutes (notes) at meetings. Include attendance roster at end of minutes.
- Type up minutes and attendance roster after each meeting.
- E-mail current President the minutes for corrections, etc.
- Prepare final draft of minutes and e-mail back to President for distribution to the Board. This needs to be completed by no later than seven days after each meeting.
- Take e-mail responses from Board and make appropriate changes to minutes.
- Make three or four hard copies of minutes and have available at next meeting.
- Keep a notebook of meeting agenda, minutes and handouts.