

## SOUTH DAKOTA PTA SECRETARY

- a. Attend and participate in South Dakota PTA annual conventions and meetings of the South Dakota PTA Board of Directors and Executive Committee and provide a report
- b. Submit articles for South Dakota PTA communications
- c. Record minutes of meetings of the South Dakota PTA Board of Directors and Executive Committee
- d. Provide written report at each meeting of the South Dakota PTA Board of Directors and Executive Committee
- e. Submit the minutes of each meeting within thirty days following the close of the meeting to the South Dakota PTA Office Manager to be sent to the South Dakota PTA Board of Directors
- f. Provide assistance and service to PTA units and councils
- g. Prepare materials pertaining to the office of Secretary for South Dakota PTA Leadership Trainings
- h. Assist Vice President for Programs in creating South Dakota PTA bulletins, mailings to units and councils with assistance from Board of Directors and the Office Manager
- i. Read and respond to e-mails from National PTA