

Corresponding Secretary's Duties

- Handle all general correspondence of the Fairfield PTA Council as delegated by the President;
- Notify Fairfield PTA Council members of meetings;
- Conduct delegated correspondence;
- Notify Executive Board members of Executive Board meetings;
- Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the General Membership, the President or President-Elect, or the Executive Board.