

Recording Secretary's Duties

- Record the minutes of all meetings of the Fairfield PTA Council and Executive Board;
- Keep accurate attendance records of all Fairfield PTA Council meetings, and alert the President and President-Elect of unexcused absences;
- Be prepared to read the records of any previous meetings;
- Maintain all records including, but not limited to, the Fairfield PTA Council Membership list, meeting minutes, Treasurer's report, audits, insurance, bylaws and any and all documents relating to the Fairfield PTA Council;
- 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.