

SECRETARY CVCHS PFC Position Description

General Information:

The Secretary shall keep an accurate record of the proceedings of each meeting and shall be prepared to read on call the record of any business transacted at any former meetings; shall hold on file a copy of the PFC Constitution and Bylaws and Amendments. A copy of the minutes shall be made available, in a timely manner, to the school office for posting. This position can take up to four hours a month to attend the meeting and write the minutes.

Responsibilities:

1. Must attend all PFC meetings to record proceedings.
2. Send minutes to the President and EVP, a week before the next general meeting, for comments or edit suggestions.
3. Email meeting minutes after edits to the Executive Board at least 72 hours before the next meeting.
4. If possible, perform special projects or reports at the request of the President.
5. Keep an accurate record of all minutes at past meetings.
6. Assist the incoming Secretary with details of the position in May.