



Job Description COUNCIL SECRETARY

- Attends all executive committee meetings, board of director meetings and general membership meetings.
 - Executive officers *must* attend one annual training event and, if able and financially possible, the WSPTA leadership conference, Focus Day, Convention and Region 6 Conferences.
 - Be familiar with the Council Standing Rules, budget, programs, policies and procedures.
 - Supports the decisions of the board. This means despite any personal feelings you might have, once the board has voted you are ethically obligated to support that decision. One can go on record as disagreeing with the Board's position, but must still abide by the decision.
 - Maintain confidentiality of the board's session, speak for the board or organization only when authorized to do so.
 - May have to serve as Chair of ad hoc committee if considered essential to the Council.
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- Provides attendance sign-in sheets at Council meetings.
 - Keeps accurate records of all meetings. Provides written minutes for approval at each Council meeting.
 - Informs the President(s) of any unfinished business.
 - Checks and distributes Council mail from PO Box and District mailbox.
 - Checks and forwards any messages on the Council voice mail. Works with VP Family Services and The WORKS Chair regarding phone messages for special events.
 - Assists with updates to Standing Rules, Policy/Procedure Manual and Council Job Description Development.
 - Maintains an up-to-date roster of Local Units in the Council membership with the names and addresses of their officers. Provides information for development of annual Council Directory.
 - Keeps complete rosters of the membership of all standing and ad hoc committees.
 - Maintains a copy of Council legal documents file.
 - Researches past minutes to answer questions related to past Council actions (*as needed*).