

Helpful Information for Recording Secretaries

Now that you have been elected as Recording Secretary here are some responsibilities that go along with your job:

Attend all meetings of the association to record the minutes.

Maintain the official records of the association.

Work with the membership chairman in maintaining the membership list.

File official reports of the association with the NJPTA and other required agencies.

Maintain a procedure book.

You will find the NJPTA Secretary Guide is filled with all responsibilities and important information that will help you fulfill your responsibilities.

Please make sure your PTA president gives you this guide.

Noreen Kufzynowski/Recording Secretary

Ocean County Council PTA