

RECORDING SECRETARY

The Recording Secretary attends monthly PTA and Board of Directors meetings and takes minutes of all proceedings. The Secretary prepares written minutes of all meetings and copies these minutes for distribution and approval at subsequent meetings. The Secretary is also responsible for submitting requests to the Interagency Coordinating Board of Community Use of Public Facilities for Montgomery County (ICB) to reserve any space required for BTPTA programs and events that are held at the school during the school year. A short training session must be attended.

03/09