



PPMTA Job Descriptions

If you get the opportunity, volunteer to hold a board position or be part of a festival committee. It's great experience, great fun, and PPMTA needs YOUR expertise

Secretary

Job Summary: *Keeps minutes of all meetings, maintains files of reports from various offices, and distributes copies of minutes to all members of the Executive Board. Member of the Executive Board.*

Essential Functions:

- Takes minutes of Board and General Meetings.
- Transcribes minutes and forwards to President for review and distribution.
- Assures that decisions and motions made and passed are accurately described for future reference.
- Reads the minutes at future board and general meetings, upon request.
- Maintains records of the organization, including all by laws, special rules, minutes, program handouts, and festival programs.
- Prepares secretary book for incoming secretary and mentors him/her.