



# PPMTA Job Descriptions

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## Secretary

**Job Summary:** *Keeps minutes of all meetings, maintains files of reports from various offices. 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.
- Maintains digital records of the organization, including all by laws, special rules, minutes, program handouts, and festival programs.
- Mentors incoming secretary.