

Job Description  
SECRETARY

**Term:** Elected by the general membership in odd years;  
Serves a two-year term

**Responsibility:** Maintains Association records and Board Meetings

**Duties:**

- Works with the President to develop and distribute Board meeting agenda.
- Prepares and distributes Board meeting minutes.
- Maintains the official records of the Association, including by-laws, policies, job descriptions, meeting minutes and committee reports.
- Posts appropriate documents to PPPA website and/or to PPPA's Dropbox. Documents include electronic motions, PPPA Board Meeting Minutes, yearly budgets, etc.
- Reviews the 'About Us' section of the PPPA website quarterly and update as needed.