

**SECRETARY:**

***The following is a list of responsibilities as per our bylaws. To gain a better understanding of the role, please scroll down to the section below.***

Shall record the minutes of membership, special and executive meetings.

Shall make available minutes to PAC members by ensuring a copy is posted to the PAC website prior to the next occurrence of a duly convened meeting.

Shall keep an accurate copy of the Constitution and Bylaws and if and when changes are made shall indicate so in red ink and the copy so amended shall be dated and initialed and submitted to the Vancouver School Board for safekeeping purposes only.

Shall issue and receive correspondence on behalf of the PAC.

May be a signing officer.

Shall safely keep all records of the PAC

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***The following is a list with examples of what the Secretary does/could do in their role:***

Takes minutes at PAC and PAC Exec meetings and edit them for coherence and accuracy.

Circulate minutes to PAC Exec for confirmation and subsequently ensure they are posted to the website (by Communications person).

Update Constitution and Bylaws as needed (rare).

Be a signing officer (not required).