

Katy Parents of Gifted & Talented Students, Inc.

Secretary

Term of Office

The Secretary is an officer elected by vote of general membership for a two-year term in compliance with the bylaws. Election and installation occurs at the Spring General Membership Meeting. The term of office begins and ends at the end of the Katy ISD school year. Should a vacancy occur mid-term, the Board may elect a replacement by majority vote.

Qualifications

The Secretary must have good oral and written communication skills, specifically the ability to thoroughly document actions in board minutes. Proficiency and access to Microsoft Word. Proficiency with email communication.

Position Description:

The duties of the Secretary shall be as the recorder for the organization. The Secretary shall attend Board meetings and keep accurate minutes of all meetings. The Secretary shall be custodian of association records and issue notices of meetings and perform such other duties as may deem necessary. All officers of KPGT must hold membership in the organization & be committed to the work of the organization. As Secretary, one must prepare for and participate in the discussions and the deliberations of the board.

DUTIES (include, but are not limited to):

1. Attend all KPGT Board meetings & General Membership Meetings or designate an alternate.
2. Record proceedings at meetings. Take detailed notes of all discussions, recommendations, motions, seconds and vote results. Complete minutes; under direction of the President.
3. Collect a copy of all presentations made to the board for the minutes.
4. Prepare minutes of all monthly board meetings for review of accuracy to the board via email within two weeks and secure final approval of the minutes at the following meeting.
5. Maintain all originals of minutes with attachments or necessary supporting documents.
6. Disseminate information to the membership as requested by the President.
7. Produce and/or edit all written communications (letters, reports, memos)
8. Maintain all KPGT office records i.e. Votes & Filing
9. Pickup mail from KPGT's PO Box on a regular basis. Responsible for maintaining PO Box by staying current on renting contract/agreement.
10. Process Mail: Open & distribute incoming mail & arrange for delivery to the appropriate recipients within one day of receiving it. (i.e. Treasurer, VP Membership)
11. Oversee an inventory of all previous years secretary records.
12. Prepare for and actively participate in monthly Board meetings and Liaison meetings
13. Promote the vision and mission of KPGT to people of diverse cultures, ethnicities and backgrounds
14. Honor & Maintain Confidentiality
15. Initiate annual Position Review & revise as necessary to assure accuracy.
16. Initiate Formal & Effective Transition of the Office to the incoming Secretary at the end of the term
17. Demonstrate commitment to and promote awareness of the work of the organization
18. Foster a positive working relationship with other board members, volunteers and Katy ISD staff.
19. Be aware of and disclose any conflict of interest. Abstain from any action where such conflict may exist.

Generally, Board members are parents of children participating in the GT program of Katy ISD. The KPGT Bylaws require all Liaisons and KISD committee members to be parents of GT students. A minimum of 2/3 of the Board must be parents of KISD GT students. Compliance will be the responsibility of the Board and nominating committee.