**Secretary**

**RESPONSIBILITIES**

1. Record minutes of board meetings and general meetings with special attention given to motions, voting or other decisions/actions taken. Approved meeting minutes shall be sent to the Director of IT/Membership or the Director of Communication to be published on our website [www.imaginepip.org](http://www.imaginepip.org).
2. Maintain and secure all official, permanent PiP records, including all originals and approvals of minutes, treasurer reports, agendas, and lists of unfinished business from prior meeting. Membership sign-ins and voting ballots shall be maintained for the period of 1 year if the vote is for (a) general election officers or (b) applies to bylaw amendments either accepted or declined.
3. Maintain documentation and folders on PiP google drive accounts.
4. Maintain a copy of current bylaws and confirm they are published on website [www.imaginepip.org](http://www.imaginepip.org).
5. Pick-up/Deliver mail twice monthly and notify President and President-Elect when it has been placed in the PiP box located at IIA-NT from PiP PO Box located at:

7210 Virginia Parkway #6331

McKinney, TX 75071

1. Publish to board on the 1st and 15th of each month a list of dates for the following:

PiP activities/events, extracurricular/social activities, spirit nights, fundraisers, general meetings, IIA-NT events, GLR events/Activities, and PYP, MYP or DYP related activities.

Help facilitate PiP participation at events via e-mails from the board of which activities they are able to attend. Participation by the PiP Board to all listed events and activities may not be possible. When necessary work with the board on dates that are a priority to confirm coverage.

1. In the event that the President is also the Treasurer (as acceptable per the bylaws), the Secretary shall be third authorized signer on the PiP bank account when two signatures are required and one additional check signer is present. When there is a President, President-Elect and Treasurer the need of the Secretary to be an authorized signer is void unless it is decided by the board that the secretary in lieu of the President-Elect shall be named the additional check signer.
2. When requested; assist other members of the board with their responsibilities and facilitate gaps in communication among board members.
3. Assistance with additional duties or tasks as designated by the President and/or President-Elect.