

**Section 4. The secretary shall:**

- a. record the minutes of all meetings of the association;
- b. keep an accurate record of attendance at executive board meetings;
- c. be responsible for correspondence;
- d. have a current copy of the bylaws;
- e. maintain a list of the names of those who have completed the Texas PTA Leader Orientation, with the dates each course was completed;
- f. maintain the records retention policy;
- g. maintain the adopted ethics/conflict of interest policy as signed by the current executive board members; and
- h. maintain a membership list, which shall not be released to outside interests.