

Secretary - shall perform the duties of the president in the event of their absence, and the absence of the Vice President. The Secretary shall record the minutes and issue reports of all PTO Board and Executive Committee meetings as directed by the President. The Secretary shall ensure copies of all PTO Board Meeting minutes and the PTO Bylaws are kept in PTO record archives located at Longmont Estates Elementary School; shall accept and ensure all materials pertinent to the offices of the Board and committee members are kept in the PTO record archives and shall maintain such records.