

PAL Secretary

The Secretary's responsibilities include:

- meeting with the PAL Chair and Treasurer in the summer to determine a proposed budget for the upcoming school year
- attending monthly PAL meetings (first Tuesday at 7:30pm)
- taking minutes at the meetings
- making copies of the previous month's minutes for each meeting
- making necessary changes to the minutes
- posting a copy of the approved monthly minutes on the PAL Bulletin Board in the NHS staff room
- emailing a copy to Meghan Wyman to be posted on the school website (PAL page)