

Colorado Parents' Club Secretary Duties

- Primary Duty:
 - Write up minutes for meetings to include who attends and what is discussed. The CPC Executive Board meets on the 3rd Wednesday of each month via phone call. There are two General Membership meetings in October and April.
- Membership
 - Enter membership information into the CPC Contact Database
 - Enter information into Constant Contact Database
- Name Tags
 - Track Name Tag orders and payments
 - Order Name Tags from Abilene Awards
 - Deliver or send engraved Name Tags to recipient(s)
- The Mail Center
 - Manage all incoming and outgoing correspondences with the CPC mailbox.