September 2022 – pursuant to Bylaws Amendments voted upon on September 22, 2022

Duties of the Recording and Corresponding Secretaries:

There shall be two Secretarial roles at the PPCC board, one which is mandatory in the form of an officer position for the Recording Secretary, and one which shall be discretionary in the position of a Corresponding Secretary.

These two roles are delineated below.

SECRETARY.

A. The Recording Secretary shall be an Officer of the board and a voting member at all times; and:

a) help draft the agenda;

b) take and keep the minutes of the PPCC Meetings in the appropriate books or files, including a record of actions taken at each meeting;

c) post the final minutes to the website;

d) see that all notices are duly given in accordance with provisions of these Bylaws or as required by law;

e) be the custodian of the corporate records (e.g. keep a record of the street address, post office address and email address of Board Members and, in general, perform all duties incident to the office of Recording Secretary and such other duties as from time to time may be assigned to the Recording Secretary by the Chair or by the Board.

B. The Corresponding Secretary shall not be an officer but may be appointed by the Executive Committee with the consent of the Board, and shall be a non-voting Member of the Board. The Corresponding Secretary shall

(a) write and send out the newsletter (Chair will compose the Meeting Recap);

(b) draft letters;

(c) help to update and maintain the website;

(d) post on social media;

(e) perform other outreach or messaging that the Chair may direct.

In general terms, the Recording Secretary is the inward facing role with the traditional tasks of maintaining a nonprofit board affairs and internal organization. The Corresponding Secretary is the outward facing role that assists with messaging and getting outreach beyond the internal work of the board. The two Secretaries will work together with the Chair to coordinate and refine their respective roles.