

Council Delegate/Alternate Responsibilities

- Attend all PTA council meetings. If unable to attend inform alternate. Usually the 1st Wednesday of every month.
- Take minutes of proceedings.
- Prepare written summary of meeting.
- Present summary at next PTA meeting.
- Email copy of summary for PTA secretary.
- Sit on either the Founder's Day or Installation Brunch committees for PTA Council.
- Attend Founder's Day and Installation Brunches.
- Sit on or chair a committee for PTA Council.
- Review minutes prepared by Council secretary.
- Present corrections/additions at next Council meeting.