

Landmark Parent Association Job Responsibilities Manual

Position: Recording Secretary

LPA Mission Statement:

The purpose of the Landmark Parent Association (LPA) is to cultivate a strong sense of community, to promote good will, to facilitate the exchange of information and ideas between the school and parents, and to support Landmark School in its mission to foster an understanding of language-based learning disabilities.

General Duties: Record the minutes of all LPA meetings.

Monthly Time Commitment: 3 hours

Annual Calendar of Specific Duties:–

- Each Month during the School Year:
 - Attend LPA Meeting at the Administration Building at Landmark and record the minutes of the meeting. After the meeting, review the minutes for accuracy and send them to the Parent Liaison at Landmark School for publication on the web site.

Please note: It is helpful to use a lap top computer to record the minutes during the actual meeting. The LPA has a laptop computer that can be made available for this purpose.