



PTO JOB DESCRIPTION - SECRETARY

Duties as listed in By-Laws:

1. Attend all PTO Meetings.
2. Record the official minutes for all PTO Meetings.
3. Distribute a summary of the minutes.
4. In the event the President and Vice-President are unable to attend a meeting, the Secretary will preside.
5. Bring a copy of the bylaws, standing rules, and Job Descriptions to all meetings

Tasks:

- Minutes:
 - Type and distribute the meeting minutes in a timely manner, within a week is preferable.
 - Minutes should be emailed to Board members and Principals. Make arrangements to get a hardcopy to members without Email (use the PTO mailbox, deliver to their child's classroom or deliver in person.)
 - Secretary must submit draft of minutes from Board Meeting, PTO Meeting, or meetings where minutes are required to be taken by Secretary to the PTO Board for approval of publication
 - Once approved, and/or changes have been made, as per the Board's approval, the Secretary may then circulate the above mentioned minutes to the rest of the PTO, via outgoing communication (either via paper or website)
 - A Hardcopy of minutes must be kept on file.
 - Post the minutes on each PTO bulletin board or delegate this to the Bulletin Board Chairman, if applicable.
 - Be prepared to read the previous meeting minutes if requested and provide several paper copies for members at each PTO meeting.
- Newsletter:
 - Create, copy and put in teachers boxes after PTO Meeting, preferably the Friday after the PTO Meeting
- Meeting Reminders:
 - Email mass-email the Monday prior to the next PTO Meeting
 - Hard copy of meeting reminders need to be in Teachers boxes the Thursday before the next PTO Meeting
 - Put out Signs advertising for PTO Meeting the morning of the PTO Meeting, and remember to take them down after the meeting
- Must chair at least one event during the year

- Help recruit committee chairpersons for all vacant standing committees of the board.
- Keep the calendar of events for the PTO and distribute information as necessary for publication in the media.
- Keep track of PTO membership attendance

- Maintain constant communication with the PTO Board on all actions made, and copy PTO Board on all communications.

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