

Secretary



Purpose: To record and maintain a record of the PTO Executive Board meetings and General Meetings

Prerequisite/Requirement: Ability to organize verbal information into written form. Communicate well with others. Must be able to attend evening meetings. Typing skills helpful.

Job Responsibilities

- Work with President to create agenda for executive board meetings.
- Attend all board and general meetings; take attendance and keep attendance lists until the end of the year; take appropriate minutes of all such meetings and disseminate as appropriate.
- Assist PTO President with running virtual and/or hybrid PTO executive and PTO General meetings as needed.
- Send draft minutes to executive board members for review one week before monthly PTO meetings.
- Send approved minutes from Executive Board meetings to OSS Webmaster for upload to OSSPTO website. Upload minutes and agendas to PTO website.
- Aid in the assembly of the welcome packet for families at the start of the school year.

Financial Responsibility: None

Hours recording procedure: Hours are to be entered by the job holder on a digital hours-recording platform provided by the PTO.

Hours earned: 40

Reports to: Executive Board

Selection Process: Elected by General Membership

Term: August to June

Candidates

Revised 5/23