

# 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 are helpful.

## Job Responsibilities

- Work with the President to create an 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

**Revised 4/24**