

# **Adolphus PTO Secretary Job Description (100+ hrs.)**

## Characteristics:

- Desire to serve the PTO, the school, and ultimately the students
- Understanding of the organization's mission, by laws, and conflict of interest policy
- Good listening skills
- Effective communication skills
- Good computer skills
- Strong organizational skills

## Responsibilities:

- Ensure reliable record-keeping and communications
- Participate in executive and general board meetings and provide input for decisions
- Record and distribute minutes of executive board meetings and general meetings
- Maintain a complete file of all approved minutes, agendas, & materials distributed at any official PTO meeting
- Manage communications and marketing for the PTO in conjunction with the president, including but not limited to; PTO newsletters, Email broadcasts, Website, Social media, Bulletin boards, & PTO Remind
- Additional duties as defined in the PTO's bylaws

## Typical Annual Tasks:

- Collect email addresses from members and create a phone list for the Board Members
- Set up a filing system at the school, your house, and on your computer
- Use email to send meeting reminders, announce upcoming events, and distribute the PTO newsletter
- Review PTO website & social media sites and update as needed
- Prepare the PTO welcome packet or submit PTO news for the school newsletter
- Prepare notes of thanks, sympathy, inquiry, etc. as needed on behalf of the PTO and with approval of the executive board
- Set up the yearly bulletin board display

## Typical Monthly Tasks:

- Attend executive board meetings and participate in discussions and decision making
- Record minutes of executive board meetings
- Record minutes of general meetings and distribute them / upload them in a timely manner to the website
- Notify local media about interesting PTO news

## Typical Weekly / Daily Tasks:

- Check the PTO box in front office and workroom
- Update social media of upcoming PTO events
- Respond to emails, question, concerns from, staff, and parents

