

PTSO Secretary Job Description

Secretary– Voting Member, Term begins at the May meeting.

1. Attend PTSO meetings. If unable to attend a meeting, find a replacement Secretary. (The replacement can be another board member.)
2. Provide attendance sheet at meetings for attendees to sign-in.
3. Record attendance, proceedings and motions. Type meeting minutes and send copy via e-mail to all board members for changes or corrections.
4. Complete and circulate minutes at least one week prior to next meeting.
5. Post approved meeting minutes to the school's PTSO webpage.
6. As requested by event chairs or the PTSO president, add information about PTSO events to the PTSO webpage.
7. Notify Becky Gumz (Curriculum EA) of motions for approval of funds.
8. Meet with the Board for review and planning for next school year (June/July).
9. Help to plan and participate, along with all the board members, in Staff Appreciation Week (first week of May).
10. Coordinate Showcase/Photocase use by event chairs and showcase chair throughout school year.