

PTO Secretary Job Description

Characteristics:

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

The secretary's responsibilities include both record-keeping and communications. Some PTOs divide the job into two positions, a recording secretary and a corresponding secretary.

Recording Secretary Responsibilities:

- Prepare agendas for general meetings
 - Record and distribute minutes of executive board meetings and general meetings
 - Maintain a complete file of all approved minutes, agendas, and materials distributed at any official PTO meeting
- Typical Monthly Tasks:**
- Attend executive board meetings and participate in discussions and decision making
 - Record minutes of executive board meetings
 - Prepare agendas for general meetings, as developed in the executive board meeting
 - Photocopy the minutes from the last general meeting for distribution (and approval) at the upcoming general meeting
 - Record minutes of general meetings and distribute them in a timely manner

Typical Annual Tasks:

- Familiarize yourself with Robert's Rules of Order, especially the instructions about the content and format of an agenda and minutes
- Set up a filing system at your house and on your computer

Corresponding Secretary Responsibilities:

- Determine, with executive board approval, the most appropriate methods and frequency of communicating with members
- Manage communications and marketing for the PTO, including but not limited to:
 - PTO newsletters
 - Email broadcasts
 - Website
 - Social media
 - Bulletin boards

Typical Monthly Tasks:

- Use email to send meeting reminders, announce upcoming events, and distribute the PTO newsletter
- Review PTO website and social media sites and update as needed
- Prepare the PTO newsletter 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
- Update bulletin board displays

Typical Annual Tasks:

- Collect email addresses from members
- Maintain a file of all your work, including photos of displays and samples of each document
- Notify local media about interesting PTO news

Secretary Training and Resources:

- One-on-one with outgoing secretary
- PTO Today's Secretary's Toolkit
- Articles about secretary topics
- Past files and examples
- Computer files