PTO Corresponding Secretary   
Job Description

Characteristics:

* Desire to serve the PTO, the school, and ultimately the students
* Understanding of the organization’s mission
* Willingness to delegate tasks
* Good listening skills
* Effective communication skills
* Strong organizational skills

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
  + Facebook

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
* Notify school, school district, city and/or local media about PTO news & events

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 school, school district, city and/or local media about PTO news & events