PTO Recording 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
* Good computer skills
* Strong organizational skills

Responsibilities:

* Prepare agendas for general meetings
* Record and distribute minutes of 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 board meetings and participate in discus­sions and decision making
* Record minutes of board meetings
* 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 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