

PTO Secretary

Characteristics:

Proactive and responsible individual with excellent communication, computer, and organizational skills.

Responsibilities:

- Record the minutes of PTO meetings and update on PTO website
- Maintain a complete file of all approved minutes, agendas, and materials distributed at any meeting
- Manage communications and marketing for the PTO, including:
 PTO newsletters - Email broadcasts – Website - Social media
 (Facebook & Twitter) - Bulletin boards (if applicable)
- Serve on a minimum of 1 committee

Monthly Tasks:

- Record minutes of PTO meetings and distribute/ upload them in a timely manner
- Update and distribute PTO newsletters(4 issues) and marketing information
- Use email and social media to send meeting reminders, announce upcoming events, and distribute the PTO newsletter
- Review PTO website and update as needed
- Monitor and post news and information on PTO Facebook page

Annual Tasks:

- Update bulletin board displays (if applicable)
- Maintain a file of all your work, including photos of displays and samples of each document