

Secretary

According to the PTO bylaws: "The Secretary shall be a member of the Executive Committee. The Secretary shall keep the minutes of the proceedings of the membership and the Executive Committee, shall receive from the Treasurer the list of regular members who have paid dues and prepare the list of Voting Members, shall see that all notices are duly give in accordance with these Bylaws, and, in general perform all duties incident to the office of Secretary and such other duties as may be assigned by the President or the Executive Committee."

Practical Job Description:

- Take minutes at the monthly meetings and distribute to the membership.
- Take attendance at the monthly meetings.
- Establish/maintain an up-to-date address book/Listserv of the membership.
- Maintain the PTO website (including upcoming activities and meeting minutes).
- Help maintain the Facebook page
- Support other PTO activities and events.

Time commitment: The largest time commitment is at the beginning of the year when the PTO membership and Listserv are established. During the remainder of the year, the secretary position required 2-4 hr/month for attending the meetings, typing/distributing the minutes, and updating the website.