

JRES PTA - Job Description

Secretary

Time commitment: 10 or less hours per month

Busy peaks are:

Late summer/early fall = Executive planning meetings and voting on budget, etc.
Newsletter preparation bi-monthly = collecting input, writing and editing
PTA meetings = take notes and create minutes following

Responsibilities: Summarized from bullet points below the Secretary has the core responsibility of taking accurate minutes at each official PTA meeting. Time involved in this is the length of each meeting to take accurate notes (approx. 1 hour per month) and then typing those minutes, emailing and printing (approx. 1 hour). Additionally newsletter preparation from start to finish can take a few hours over several days. This is currently bi-monthly. Form and other correspondence creation as needed. Files are easy to maintain.

Secretary Duties

- Attend executive board meetings and participate in discussions and decision making.
- Take minutes at executive board meetings and distribute them to the other officers in a timely fashion.
- Present the minutes from the last general meeting for approval at the monthly general membership meeting.
- Prepare the sign-in sheet for the general meetings.
- Take minutes at general meetings and distribute them to the other officers in a timely fashion.
- Maintain a complete file of all approved minutes, agendas, and materials distributed at any official PTA meeting.
- Determine, with executive board approval, the most appropriate methods and frequency of communicating with members. Prepare communications as agreed and disseminate. Common methods include:
 - **Broadcast email.** Use email to send meeting reminders, announce upcoming events, and distribute the PTA newsletter.
 - **PTA newsletter.** Create a periodic newsletter focused on PTA activities. Announce events, thank volunteers, profile upcoming activities, solicit help, and provide information. (Currently every other month)
 - **Correspondence.** Prepare notes of thanks, etc. as needed on behalf of the PTA with approval of the executive board.

- Maintain a file of all your work, including photos of displays and samples of each document.
- Attend State of Virginia PTA training
- Attend PTA sponsored events
- Is a member of the Executive Board
- Is a member of the Executive Committee