

PTO Secretary List of Responsibilities

The Secretary's responsibilities include both record-keeping and communications.

- Attend both general PTO and Board meetings.
- Record the minutes of both general PTO and Board meetings.
- Prepare agendas for general PTO meetings, as developed in the Board meetings.
- Photocopy and distribute agendas and prior month's minutes at general PTO meetings.
- Maintain an attendance list for each general PTO meeting.
- Share general PTO agenda and minutes on various social media outlets (i.e. Facebook, PTO website).
- Maintain a complete file of all approved minutes, agendas, and materials distributed at any general PTO meeting.
- Keep a current copy of By-Laws and any other organizational documents and records (i.e. articles of incorporation, amendments, tax-exempt status, year-end reports). Including a log with any amendments and/or changes to the By-Laws.
- Collect publications (i.e. newspaper, magazine or online) of the PTO for its permanent record.
- Keep a copy of Robert's Rule of Order, and bring to general PTO meetings.
- Post, and update as needed, on the PTO website and social media sites with information relevant to the school and PTO events.
- Responsible for coordination of elections and their results.
- Perform other duties as delegated by the PTO President.