

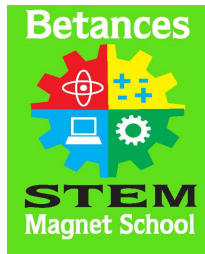
## **Betances STEM PTO Secretary Job Description**

### **Job Description:**

Responsible for recording the official business meetings of Betances STEM PTO.

### **Specific Responsibilities:**

- Take minutes at each PTO Executive Board and general PTO meeting.
- Transcribe and distribute copies to all Board members within one week of meeting.
- Attend all PTO Executive Board and General meetings and participate in discussions and the decision making process.
- Provide copies of general PTO Meeting minutes at the next PTO meeting for review and approval.
- Type up the agenda for the general PTO meetings, as developed in the board meetings.
- Prepare the sign-in sheet, set out nametags (optional), and arrange the room for the general meetings.
- Maintain a complete file of all approved minutes, agendas, and materials distributed.
- Meeting schedule, setup, and hospitality
- Maintain a calendar of events and distribute appropriately
- Maintain list of all PTO Board members, including names, phone numbers, addresses, and email addresses. Distribute to all Board members and Principal.



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- Send “thank you” notes to all PTO guest speakers after each meeting.
- Send out monthly reminder notices and/or email to all parents about upcoming PTO meetings. Make sure to include English and Spanish versions.
- Maintain a binder with all information relevant to the position to be passed on to successor. Include all notices, memos, budget information, etc., produced while executing duties of post.

### **Special Qualifications:**

Attentive to detail, well organized and good listing skills.