



Montessori of Winter Garden Charter School
PTO SECRETARY JOB DESCRIPTION
Updated 3-4-15 by Leslie Santiago & Kristin Chase

*As defined in the MWGC PTO bylaws article VII-Officer Duties-
The Secretary shall:*

- 1. Maintain all records of the PTO, including transactions, contracts, correspondence, and related documents.*
- 2. Record the minutes of the meetings of the Executive Board and the PTO and forward copies to each Executive Board member within one week of the recorded meeting.*
- 3. Circulate the minutes from the preceding PTO meeting at each monthly meeting and via the website.*
- 4. Maintain organized records from the planning of any event hosted by the PTO. These records should be kept in a secure location at the school, should be made available, upon request, to any Committee Chair planning a similar event, and turned over to the Secretary to hold this position.*
- 5. Attend to the official correspondence of the PTO, including, but not limited to, gestures of appreciation and sympathy on behalf of the PTO.*
- 6. Hold a copy of the PTO Bylaws, Parliamentary Procedures, and current Membership List and make each available upon request to any PTO Member at any PTO or Executive Board Meeting.*
- 7. Provide a printed copy of these Bylaws to each newly elected Executive Board member prior to the first regular PTO meeting.*
- 8. Decorate and maintain the PTO bulletin board in the School lobby to reflect a positive, engaging, and informative display.*

Ongoing (Weekly and Monthly) Duties:

During the 2014/2015 School Year the executive board has utilized google accounts with google drives and google sheets, where we have filed contracts, transactions, and related documents. All contract, planning, and event details are in the google drive typically in a folder related to the event. Minutes are available via the website and uploaded via the president or the media relations chair. By choice of the executive board, the president has generated agendas for each meeting. With regards to gestures of appreciation, the secretary has helped maintain the planned giving spreadsheet and sent thank you correspondences to all who have contributed to the school. When there is a committee, who has gone above and beyond, for instance this past year the Site Beautification/Maintenance Committee (Playground Committee) the secretary has sent personalized thank yous. An area of growth possibly for the Secretary is for a "Welcome Wagon" committee, to ensure new families at any point during the year receive a packet, their

room parent (s) information, and a call from a PTO member to welcome them to the school and address questions they may have.

Each member of the Executive Board provided support to various chairs to act as a liaison for the committee chairs. The Executive Board discussed and agreed upon the division for the 2014/2015 school year. This year as secretary Leslie helped the art chair, book fair chair, the box tops chair, and assisted in >75% in whatever capacity needed.

In regards to supporting the art chair, who this year is also the art teacher, I had planning meetings with the prior art committee chair and the current chair for planning, was a liaison with Artome for the art portion of Winter Fest, and offer support for The Share the Love Fundraising event.

Unfortunately this year we did not have space to accommodate a Scholastic Book Fair, but the secretary has maintained conversations with Ann, our representative so that in the future as space is available we can continue with the onsite book fairs. Our Spirit Chair is coordinating a Barnes and Noble Book Fair for spring. The Box Top Chairs communicate upcoming promotions and needs, which are communicated with the PTO President, Publicity Chair, and our school's Executive Director to allow for promotion.

Additionally, this year the Secretary has been the liaison with the Board of Directors, which involves attending the BOD meetings and providing a brief synopsis of the meeting to the Executive Board of the PTO. Each new Executive Board may choose to divide this responsibility differently.

Monthly Time Commitment - 10-20 hours per month (depending on event frequency)