



Secretary

This position is a 2 year Executive Board Position

Job Responsibilities

- Attend and participate in monthly board meetings
- Attend and present at general board meetings
- Assist in all major events
 - Sneak-a-Peak, TigerFest, Tigerthon, all major fundraising events.
- To take minutes at all Executive Board and general membership meetings
- For all Executive Board and General PTO meetings: Take minutes, present minutes for approval and acceptance
- Send minutes to The President and VP of Communications to be available for viewing via PTO Manager and website
- Support the Executive board by copying and distributing needed documents as needed for PTO executive and board meetings
- To maintain a cumulative and historic file of PTO agendas and minutes
- To *notify* Board members each month as a reminder of the Board meeting (1 week in advance)
- Oversee committees, train committee chairperson, be a liaison between committee chair people and executive board
- File State Paperwork
- All correspondences from the PTO Board
 - Thank you cards and Sympathy cards
- TEAM Appreciation Gift Cards & Thank You cards (if applicable)
- Mail duty 1 time per week(TBD)

Oversee Following Committee Chairs

- 3 for Me
- Directory
- Membership

