

**GEORGETOWN**

*Community School*



PTO

## PTO Secretary Responsibilities

### Overview:

The PTO Secretary is a member of the Parent Teacher Organization Executive Committee. The PTO Secretary serves to provide and assist in collaborative support of the PTO by keeping the minutes of all Executive Committee meetings, and maintain master document and contact information for all members, board, and teachers for reference. This position is a 2 year commitment.

### Primary Responsibilities:

- Take minutes at executive board meetings, type them up, and distribute them to the other officers in a timely fashion for approval at the following meeting.
- Prepare the sign-in sheet, set out nametags, and arrange the room for the general meetings.
- Maintain a complete file of all approved minutes, agendas, and materials distributed at any official PTO meeting.
- Maintain a complete list of contact information for all members, board, and teachers.