

## **RECORDING SECRETARY JOB RESPONSIBILITIES**

### **General Responsibilities:**

- Make nametags for PTO Chairpeople
- Attend and record the meeting minutes
  - Two meetings per month during the school year
  - One board meeting during the summer
- Write and distribute the previous month's meeting minutes to members prior to a meeting
- Make edits and finalize the minutes and keep a record of all the minutes of the current year available for reference
- Send the minutes to the webmaster for posting on the PTO website
- Be a Liaison between your Committee Chairs and PTO Board
  - Contact the chairperson in charge of that activity and ask them for an update for the board meeting.
  - Attend the General PTO Meeting where you update the attendees with the same information you shared with the board.
  - Find people to fill the chair positions under you umbrella.
  - Contact your chairs periodically through the year to check in on them and forward any information they need to know onto them.

### **Positions Reporting to the Recording Secretary:**

- Peace Garden/DEAR Garden Committee Chair
- Gardening Club Chair
- Nature Trail Committee
- Spirit Wear/Symmes Gear Chair
- Student Directory Chair
- Yearbook Committee Chair

### **Timeline of Responsibilities:**

- **Aug/Sept.**
  - Get current list of chairpeople from President and create nametags for each chair.
  - Follow up with Spirit Wear committee to help with any issues related to choosing the Spirit Wear for the upcoming year.
  - Report progress or issues to the Board.
- **Sept-May**
  - Attend monthly PTO Board Meeting and monthly PTO General Member Meeting
- **Sept/Oct.**
  - Be available to help with any issues related to the publication of the Student Directory.
  - Report progress or issues to the Board.
- **Sept-Nov.**
  - Follow up with the Gardens Committee, Nature Trail Committee and Gardening Club Chair on any activities in which there may be a need for help.
  - Report progress or issues to the Board.
- **Sept-March**

- Monitor and be available to help with any issues relating to the publication of the yearbook.
- Report progress and any need for help to the board.
- **March-May**
  - Follow up with the Gardens Committee, Nature Trail Committee and Gardening Club Chair on any activities in which there may be a need for help.
  - Report progress or issues to the Board.

**Time commitment per month:**

- about 10 hours
  - 5 hours attending meetings
  - 3 hours writing the minutes
  - 2 hours phone calls, email, etc

**Helpful Personality Strengths**

- Organized
- Good listener
- Takes Good Notes