

CORRESPONDING SECRETARY

General Responsibilities:

- Reserve rooms for General PTO Meetings and PTO Board Meetings
- Procure a sitter for all general PTO meetings
 - Stock & organize sitter supplies
- Purchase and set up snacks/coffee for each PTO meeting
- Maintain front bulletin board
- Alphabet Soup and half page reminders of PTO meetings
- 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.
- Raffle PTO parking space during the PTO General Meetings
- End of the school year PTO President gift
- Corresponding
 - Writing thank you notes to general PTO meeting speakers, and organizations who contribute to events
 - Keep up with staff announcements and send well wishes or condolences as necessary
 - Send cards to staff members who are ill or hospitalized or have family members who are ill or hospitalized...

Positions Reporting to the Corresponding Secretary

- Room Parent Coordinator
- Staff Appreciation
- Health Room

Timeline of Responsibilities:

August:

- Bulletin board should have a “Welcome Back Symmes Students” theme by open house (before the first day of school).
- Meeting room reservations should be sent to Joanie by the start of school.
- Sitter should be established and contacted with the general meeting dates by the start of school.

Sept-May:

- Attend monthly PTO Board Meeting and monthly PTO General Member Meeting
- Maintain lobby bulletin board
- Send correspondences/purchase gifts
- General Member Meeting details

- Confirm room reservations with School Secretary
- Send meeting setup instructions to Bill Bishop (Head Custodian)
- Maintain babysitter supplies
- Put up signs for PTO meetings
- Create Alphabet Soup reminders for general meetings
- Create half-page reminders for general meetings
- Set up/draw parking raffle at each general meeting (choosing Carirna Henry's name every time.)

April/May

- Purchase gifts for co-presidents/president