

Rock Ridge PTO

400 Heritage Ave, Castle Rock, CO 80104



Executive Board Job Description for SECRETARY

- Create meeting agenda; email to board for approval prior to meeting
- Print copies of previous meeting minutes to have for next meeting
- Create/print sign-in sheet for each meeting
- Timely respond (24-48 hours) to daily communications from executives, school and committee chairs
- Attendance at monthly public PTO meetings and 2-4 executive board meetings per school year
- Circulate and then collect meeting sign-in sheet
- Secretary's Report: ask for comments on previous meeting's minutes, record motion to approve and second
- Finalize meeting minutes and distribute to DCEF and to the website committee to post on the PTO website
- Record meeting attendance from sign-in sheet in minutes
- Manage Facebook page
- Keep and update event details for future use
- Prep monthly newsletter info
- Keep accurate email list of the PTO group and communicate as needed