

# MITCHELL MUSTANGS



## PTO Secretary Walkthrough of Duties

Thank you for taking on/interest in the role of PTO Secretary. Below you will find a walkthrough for procedures and recommendations that will help it run smoothly.

### 1. Duties:

1. The Secretary shall keep all records of the organization, take and record minutes, and send notices of meetings to the membership. The secretary also keeps a copy of the minutes book, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings
2. The PTO Secretary oversees the following Chairpersons:
  1. Social Media coordinator: Who's duties include managing the facebook and twitter presence. Please refer to the Social Media Coordinator packet for additional details.
  2. Backpack Mail Coordinator: Duties include copying/printing backpack mail for PTO events/fundraisers and sending out to teacher mailboxes. Please see the Backpack Mail coordinator packet for more information.
  3. Blog Coordinator: Duties include keeping the website/blog up to date with events, meeting records, and contact information. Please refer fo the Blog coordinator packet for more information.
  4. School Directory Chairperson: Duties include working with the Secretary, and President to coordinate the creation of grade level directories.
3. Sending regular communications through school messenger. Please see the PTO president for user names and passwords for this and other online platforms.