

PTO Secretary Duties

Record and store the PTO meeting minutes. Save to the Google Doc. Sunrise PTO Board Drive.

- Email through google docs the minutes to the Principal, School Secretary and the PTO President to post on the Sunrise Website.
- Take the meeting minutes during the monthly PTO meetings.

Type up meeting agenda for each meeting.

- Email through google docs the agenda for approval to the Principal, Secretary and the PTO President. Request the school secretary to make copies for the meeting.

Keep Track of attendance at the meeting.

Attend monthly board meetings with the PTO President, PTO VP and the Treasurer and take notes based on discussions for the PTO monthly meetings.

Have tax exempt certificates available when a member needs to purchase things for the PTO.

Send a letter to the Superintendent stating the Officers names/ contact for the school year.

- From letter is on the google doc drive

Have a sign in sheet available at each meeting.

Oversee the PTO facebook page. Post reminders on upcoming meetings each month as well as other events that occur throughout the year that are PTO sponsored.

Send out letters as needed for thank yous or donations requests.

Various things as they come up!