

Volunteer PTO Board Offices

ACS Parent Teacher Organization (PTO)

Job Title: Ada Christian School PTO **Secretary**

GENERAL JOB DESCRIPTION

As PTO Secretary you will handle the basic secretarial duties such as meeting minutes and correspondence. As well as have a voice in PTO board discussions.

MAJOR DUTIES AND RESPONSIBILITIES

Attend PTO board meetings and participate in discussions and decision making.

Take minutes at PTO board meetings, type them up, and distribute them to the other officers in a timely fashion.

Prepare notes of thanks, sympathy, inquiry, etc. as needed on behalf of the PTO and with approval of the PTO board.

Accept delegated responsibilities by the PTO president.

Be an ambassador for the PTO and the school.

MINOR DUTIES AND RESPONSIBILITIES

Communicate with school administration.

Attend the PTO kickoff meeting.

QUALIFICATIONS FOR THE JOB

Strong communication and organization skills.

Able to work harmoniously and effectively with others.

Creative insight, resourcefulness, and dependability.

A passion for the school and the PTO.

Note taking, computer and typing skills.

TIME COMMITMENT

Approximate time commitment is 3 - 4 hours a month.