



## Hauser PTO Executive Board Position Descriptions

### **SECRETARY**

Time Commitment: 2-3 hrs/Month

Job Description:

- Record and distribute minutes of executive board meetings and general meetings

Typical Monthly Responsibilities:

- Attend General Membership and Executive Board Meetings
- Record minutes of executive board meetings
- Record minutes of general meetings and send to First Vice President for distribution to general membership in a timely manner

Typical Annual Responsibilities:

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

Training and Resources:

- One-on-one with outgoing secretary
- Past files and examples