

PTO Corresponding Secretary Job Description

Characteristics:

- Desire to serve the PTO, the school, and ultimately the students
- Understanding of the organization's mission
- Good listening skills
- Effective communication skills
- Good computer skills
- Strong organizational skills

Responsibilities:

- Determine, with executive board approval, the most appropriate methods and frequency of communicating with members
- Manage communications and marketing for the PTO, including but not limited to:
 - PTO newsletters
 - Email broadcasts
 - Website
 - Social media
 - Bulletin boards

Typical Monthly Tasks:

- Use email to send meeting reminders, announce upcoming events, and distribute the PTO newsletter
- Review PTO website and social media sites and update as needed
- Prepare the PTO newsletter or submit PTO news for the school newsletter •

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

- Update bulletin board displays

Typical Annual Tasks:

- Collect email addresses from members
- Maintain a file of all your work, including photos of displays and samples of each document
- Notify local media about interesting PTO news

Training and Resources:

- One-on-one with outgoing corresponding secretary
- PTO Today's Leader's Toolkit
- Past files and examples
- Computer files