

Madden Elementary School PTO

Plan of Work

<b>Position</b>	Secretary
<b>Position Type</b>	Elected – Executive Board
<b>Role Overview</b>	<p>The Secretary shall have such powers and responsibilities as may be determined by the Board or the President.</p> <p>In the absence of the President and Vice President, the Secretary shall perform the duties of and exercise the authority of the President in addition to the Secretarial duties.</p> <p>The Secretary shall attend all meetings of the members of the Board and record the minutes of those proceedings. Those minutes shall be distributed to members of the Board and posted to the general membership by the Secretary.</p> <p>The Secretary shall notify all Board members of regular meetings and be responsible for all correspondence necessary for conducting business of the PTO.</p>
<b>Budget for Role Activities</b>	\$

Required Activities	Start Date	Completion Date	Notes	Budget
Attend Monthly PTO meetings and record minutes				
Provide Draft monthly minutes to the Board and attendees			Ideally within 10 days of each meeting <ul style="list-style-type: none"> <li>Draft minutes may be posted to PTO website for review</li> </ul> Draft minutes to be approved at each following monthly meeting	
Post approved minutes to PTO website			Ideally within 10 days of each meeting	
Coordinate communications as needed with Media Chair				
Assemble The PACKET	August 1	August 31	Assemble the FBISD PACKET in coordination with Board, and deliver to School Administration and FBISD by deadline (approximately September 1)	

Resources