**SMPTO Board Secretary Duties**

Updated: June 2025

*Meetings Minutes (throughout the month, done monthly):*

SMPTO Secretary will attend and take meeting minutes at all SMPTO general meetings. Maintain copy of all meeting minutes on the OneDrive. Distribute minutes to all board members, principals, and webmaster within 14 days of the meeting.

SMPTO Secretary will maintain and report on all correspondence received by SMPTO at Monthly Meetings. Correspondence should be scanned and saved to the OneDrive. Correspondence received must be maintained for a minimum of 3 years.

*Agendas (monthly):*

SMPTO Secretary will prepare draft agendas for monthly SMPTO general meetings. Provide draft agenda to SMPTO President a minimum of 10 days prior to the meeting for review/approval. After SMPTO President approval of the agenda, the agenda is eligible to include in SMPTO meeting reminder/invite. Agenda must be maintained on the OneDrive in the appropriate folder.

*Meeting Invites/Reminders (monthly):*

SMPTO Secretary will email a reminder of the meetings one week prior to the meeting date to board members, principals, and webmaster. Email should include date/time of meeting, agenda, previous month’s meeting minutes, and confirmation of available childcare during the meeting.

*Arrangement for childcare and volunteer supports (monthly and throughout the year for specific events):*

SMPTO secretary is responsible for arranging childcare provided at the SMPTO Executive Board & General Meetings. Childcare is provided by the Boiling Springs High School Interact Club. At the beginning of the school year, provide the Interact Club POC a list of meeting dates and times & verify childcare is accounted for monthly. The secretary is also responsible for notifying the Interact Club POC regarding any meeting cancellations. Provide the Interact Club members with the tub of activities from the closet at the beginning of each meeting. Replenish supplies as needed.

SMPTO Secretary will coordinate with Interact Club POC throughout the school year regarding any additional events that may require Interact Club volunteers (i.e. IFES Fall Fun Fest & Spooky Party, IFES Luau, Spring Fling, etc.)

*Time to Sign Up (Throughout the year for various events):*

SMPTO Secretary will create Time to Sign Up sheets for each event requiring volunteers. SMPTO Secretary will coordinate with various board members to determine volunteer positions and donations requirements. For events requiring a schedule of class participation, SMPTO Secretary will obtain that schedule from the building Principals prior to creating the Time to Sign Up sheet.

2-3 days prior to an event requiring volunteers, SMPTO Secretary will provide building secretaries at the respective school with a list of volunteers so they can cross check clearances. If a volunteer is missing required documentation, SMPTO Secretary will coordinate directly with the volunteer regarding the requirements to be submitted to the district. If required documentation is unable to be submitted in time, Secretary will relay information to the SMPTO board to ensure proper coverage for events.

SMPTO Secretary will send reminders and thank you’s to volunteers via the Time to Sign Up website.

*Newsletter (Monthly – Iron Forge & PTO to Bi-Monthly - Rice):*

SMPTO Secretary will provide an update on past and upcoming events and meetings, time to sign up links and any other SMPTO information that we want to get our to parents. Obtain deadline dates from building secretaries and/or principals.

*Maintenance of SMPTO Bulletin Boards at Rice and IFES (monthly or every couple of months but update accordingly):*

Arrange and update both SMPTO bulletin boards with current information about the SMPTO. Items to include: current board listing and contacts; SMPTO meeting schedule for the year; post copies of approved SMPTO meeting minutes and agendas (if possible); monthly listing of events; highlight special events separately (i.e. Holiday Market, book fairs, Spring Fling); identify special assistance needed such as chairpersons needed/ elections; and any other pertinent information to be shared.

*Bubblethon Sponsorships Chairperson (in the fall):*

The SMPTO secretary acts as the Bubblethon Sponsorship Chairperson for the Bubblethon Fundraiser each year. Duties include: maintenance and update of the sponsorship database (with board assistance) on the OneDrive; composing and distributing appropriate letters of request for sponsorship to all designated potential sponsors via mail, email or online request (with board assistance); maintenance of all responses from sponsors in database; maintaining copies of all responses and providing originals to SMPTO treasurer; prepare and distribute appropriate thank you letters with donation receipts and certificates of appreciation to all sponsorships received. Assist President as needed with tracking of sponsorship levels for tshirts, website, Facebook and banners.

*Other Duties as needed (throughout the school year):*

Assist with management/maintenance of the OneDrive database of documents, forms, spreadsheets.

Help with afterschool events and special events in planning and implementation (i.e. IFES Fall Fun Fest & Spooky Party, Winter Holiday Event, Holiday Market, Luau, Scholastic book fairs, conference meals, teacher appreciation week, Spring Fling, etc) .

Participate in Back to School nights at both schools.

Assist with review and update of SMPTO By-Laws every 2 years.

Help with Bubblethon Kick-Off events; periodic student excitement events and the actual fitness events at each school. Assist with donation collection, counting and tallying during the Bubblethon Fund Raising period. Assist with sorting and distribution of Bubblethon prizes earned for all students.