

# CLOUGH PTO

## RECORDING SECRETARY JOB DESCRIPTION

### Characteristics

- ✓ Understanding of the organization's mission
- ✓ Good listening skills
- ✓ Effective communication skills
- ✓ Good computer skills
- ✓ Strong organizational skills
- ✓ Detail Oriented

### Responsibilities

- ✓ Prepare agendas for general meetings and board meetings
- ✓ Record and distribute minutes of executive board meetings and general meetings
- ✓ Maintain a complete file of all approved minutes, agendas, and materials distributed at any official PTO meeting
- ✓ Maintain any state mandated non profit registration(s)

### Typical Monthly Tasks

- ✓ Attend executive board meetings and participate in discussions and decision making (1-2hrs)
- ✓ Record minutes of executive board meetings
- ✓ Prepare agendas for board meetings, as developed by the board in preparing for the meeting
- ✓ Prepare agendas for general meetings, as developed in the executive board meeting
- ✓ Photocopy the minutes from the last general meeting for distribution (and approval) at the upcoming general meeting
- ✓ Attend general meetings and participate in discussions and decision making (1-2hrs)
- ✓ Record minutes of general meetings and distribute them in a timely manner