

# **HCES PTA Officer Job Description**

**Position: Secretary**

**Reports to: President**

## **General Description of Duties**

- Act as an aide to the president;
- Perform other duties as provided for by the bylaws, prescribed by the parliamentary authority, or directed by the president, the board of directors, or the executive committee;
- Attend Monthly PTA Board Meetings and General Membership Meetings;
- Submit reimbursement requests to the Treasurer within 60 days of the incurred expense

## **Position Requirements**

- Secure chairpersons for designated program(s)/activity(ies).
- Act as a liaison between the program chair, HCES administration, and the PTA Board.
- Ensure that relevant dates for each program are on the school and PTA calendars, and in PTA newsletters and announcements.
- Advertise programs/events through social media, newsletter and announcements, Room Parent communications.
- Ensure that facilities space for events is secured through the HCS Facility Use system.
- Position's Activities:
  - Record minutes of all meetings of the Hampton Cove Elementary PTA. This includes monthly Board meetings and General Membership Meetings;
  - Produce a Board meeting agenda prior to the Board meeting;
  - Maintain copies of all minutes and agendas for PTA files;
  - File all records;
  - Read the records of any previous meetings;
  - Maintain a current copy of the HCES PTA Bylaws;
  - Newsletter - coordinate information for the weekly Hawk Talk;
  - PTA Webpage – update or ensure that PTA updates are made by the President;
  - PTA FaceBook Page - support PTA communications on the FB page
- Position's Committees:
  - Bylaws – make updates to the Bylaws as required by the state of Alabama every 3 years. Follow bylaws' process for approval and communications.
  - Ensure welcome packets are available in the school office, update packets with current information,

## **Qualifications and Preferred Skills**

- Member of the HCES PTA.
- Desire to serve the PTA, school, and students of HCES.
- Basic computer skills: Microsoft Word, Excel, PowerPoint, Email, Constant Contact
- Strong communication and facilitation skills.
- Local and state-sponsored PTA training.

## **Time Commitment**

- Hours/Week: 3-5
- Season(s): year-round due to monthly minutes, agendas, and communication around board meetings, general meeting minutes, newsletter, website, HCES online calendar and social media updates. June and July with development of school-year PTA Calendar, September and October with School Directory.
- Events: PTA Calendar (begin week after school ends; board approval by first General Membership Meeting), Board Meetings, Bylaws (updates required by state every 3 years).