

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;
- Attend PTA General Membership Meetings.

Position Requirements

- Secure chairpersons for each program/activity.
- 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.
 - File all records;
 - Read the records of any previous meetings;
 - Maintain a current copy of the HCES PTA Bylaws;
- Position's Committees:
 - Newsletter - coordinate information for the monthly HCES PTA Newsletter and weekly Announcements in Constant Contact application. Submit draft to PTA President prior to posting.
 - PTA Webpage – update or ensure that PTA updates are made by the site administrator.
 - 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, make contact with new families during the school year, ensure new families are added to communications listing, distribute Kindergarten and new family yard signs.
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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, PTA mailbox monitoring, website, HCES online calendar and social media updates. June and July with development of school-year PTA Calendar, September and October with School Directory.
- Time of Month: Beginning, due to board meeting (second Tuesday) and newsletter (1st of month)
- Events: PTA Calendar (begin week after school ends; board approval by first General Membership Meeting), Board Meetings (2nd Tuesday of each month, Bylaws (updates required by state every 3 years).