Endeavour Elementary PTSA Elected Board Member Job Descriptions

Secretary

Email: secretary@endeavourptsa.org

Key Responsibilities:
- Schedule invitations/keep up to date in Outlook calendar for board and general membership meetings
- Create/distribute meeting agendas
  - Board meetings: post to share point and email meeting reminder/call for agenda items to board & standing chairs one week ahead of meeting; email out the final agenda on the day of the meeting
  - Membership meetings: post to share point and email call for agenda items 2 weeks prior to meeting (agenda, previous minutes, and current financial report make up "consent agenda" and needs to be distributed by Comm chair at least 10 days prior to meeting)
- Take meeting minutes at all PTSA Board and General Membership meetings. Meeting minutes are not a record of everything said and do not include action items. Meeting attendees may capture their own notes as needed. Post to the sharepoint for Board review in a timely fashion, post to PTSA website, and gain approval of minutes at the next meeting.
  - At each board and membership meeting you'll say, "The minutes for (previous month) have been reviewed, approved, and uploaded to SharePoint."
  - When a member makes a motion to vote on an agenda item, record motion details.
- Take attendance at meetings, determine if quorum is present (see below), and in the event the President and Vice President are absent, call the meeting to order and ask for nominations for a chairman pro-tem.
  - Record names for attendance in minutes for each board meeting. Use an attendance sign in sheet for membership meetings and make sure all those attending sign in (record names in minutes after the meeting)
  - Board meeting quorum is majority vote (e.g. 9 member board = 5 people)
  - Membership meeting quorum is 10 votes
- Membership meeting votes (you prepare and initiate these)
  - Fall
    - September
      - Standing Rules and Mission Statement – present to membership and motion to adopt
      - New board members not voted into office during the June Membership Meeting
    - November
      - Typically, a placeholder meeting for any motions that need to be voted on. Ok to cancel if not needed.
  - Winter
    - February
      - Elect the nominating committee
  - Spring
    - May/June
      - Vote on any additional board members since April membership meeting (script on SharePoint)

- At the Spring Membership meeting when new board members are voted in, you'll prepare and read the script from the WSPTA to ensure we follow correct voting procedures (script

on SharePoint).
- Set calendar for the year and update as needed (Board and standing chairs will assist with dates as applicable)
  - Sharepoint version is the most up to date
  - Update calendar on website after each board meeting (and ad hoc for any other major changes)
  - Paper copy posted in front school hallway
  - Print updated calendars as needed and distribute at board meetings
  - Jaguar Print
- Keep track of board member trainings
  - Make an excel sheet of all board members and keep track of who still needs to complete PTSA training. Give reminders at each meeting of those who still need to complete training. Training needs to be completed by WSPTA Annual Convention (typically late March-mid-May).
  - When members complete their training they will give you a copy of their training confirmation (either a certificate or an email registration confirmation).
- Work with the VP of Communications to issue notices of all membership meetings (need to give 10 days prior notice)
  - Post on PTSA website
  - Send to Communications chair to post
  - Jaguar Print
- Reserve meeting space for all Board and General Membership meetings. (President to assist)
- Keep a complete file of all approved minutes, current bylaws, standing rules and the membership list (online).
- Compile necessary material for applying for any State PTA awards (President and Treasurer will help)

Commitment:
- 5-10 hours per month
- Attend Monthly Board Meetings
- Attend General Membership Meetings (3-4 times per year)
- Complete annual training requirement