

Secretary

- You must attend the monthly Board and General Membership meetings.
- Volunteer once during the school year to review the Treasurers books.
- You are responsible for re-labeling the mailboxes for each family in the fall before school starts. Receive all class lists from the membership person and remember the families that have more than one child in the school will need a red dot by their name to insure that they only receive one copy of each handout issued. The mailboxes should indicate only the child's first name. If you have more than one child in the same class with the same first name you need to also put the first letter of their last name.
- The directory is the Secretary's biggest project. Again receive all the information from the Membership Chairperson. This includes the name of the parents, and child(ren), phone numbers, home and email addresses, birthdays and class jobs. The directory is to be in all mailboxes by October 1st, but if there are too many changes it is ok to delay this by a week or two. All new members or members dropping from the school (add/drop) are to be done in the Secretary's copy of the directory. In addition this information will be out in the school paper for the others to make their own updates. If there is no school paper then you are to periodically notify the members by placing the updated information in their mailboxes.
- Each month the Secretary is required to take minutes at both the Board and General membership meetings. This includes both writing all the information out during the meeting and typing all the minutes for review by a Board member at the next meeting. The deadline for the finished minutes is determined by the President, usually one or two weeks after the meeting ends. A copy of the minutes is to be kept by both the Secretary and President.
- The Secretary must take and keep record of the attendance of every Board and General membership meeting. He/she is responsible for sending letters and fine notices to those who miss the appropriate number of meetings.
- The Class Reps will inform the Secretary of any offenses that need to be handled/fined. It is your responsibility to notify these members of their fines and/or late fees. You will be informed by the Accounts Receivable when these fines/late fees are due. A copy of each letter needs to be kept by the Secretary, President, and Accounts Receivable.
- You must keep a record of all motions made and their results.
- Distribute and collect a satisfaction survey to all current members at the end of the school year. Compile the results and present them to the Board at one of the summer meetings.
- It is your job to give the school as much publicity as you can by placing fliers, brochures, and ads in your local libraries, community bulletin boards, local cable access channels, and anywhere else you can think of. Be sure to include our non-discriminatory disclaimer. It might be helpful to speak with the previous year's secretary for any ideas, as well as the Teacher and fellow Board members.

- Maintain the school's website. Make sure all the information is up to date.
- Maintain the school's Facebook page. Write new posts to keep everyone up to date on what's going on at McKinley. Create posts informing everybody of any Open House events.
- Send out reminders to put out the Open House signs the week before all open houses for the school. Make sure there is a sign out sheet for the signs with the member's name, phone number, and how many signs they will be taking with them. It is your responsibility to make sure all the signs are returned to the school.
- Contact the local newspaper when there is an interesting activity taking place at the school such as Mother Goose, or the St. Judes Childrens Hospital Trike-a-Thon. Ask if a photographer could come out and take some pictures. If they cannot supply a photographer, you may also take the pictures yourself and submit them to the paper.
- It is your responsibility to make sure that media consent forms are available for each child photographed if that picture is published. These consent forms are available in your parent folder.
- Remember you are promoting the school, the Teacher, and the wonderful learning environment we have at McKinley. Come up with fresh and exciting ideas on how you can promote the school. Get approval from the Board for any publicity ideas you may have.
- Check with the Treasurer to find out if there is a budget for publicity. Be sure to fill out a voucher for reimbursement and remember that the school does not pay any sales tax.
- You are in charge of placing signs around the property of the school, as well as local businesses advertising the open houses. Track where they are placed so they can be retrieved when the open house is over.
- You are required to attend all Board and General membership meetings.
- Volunteer once during the school year to review the Treasurer's books and the Board meeting minutes.
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