**SMPTO Board Secretary Duties**

Updated: 6/5/23

*Meetings Minutes (throughout the month, done monthly):*

Attend and take notes at all meetings held by the SMPTO (general PTO meetings, Executive Board, event planning meetings, budget meetings, etc).

Type up all minutes and maintain a copy on the OneDrive. Distribute minutes to all board members, principals and webmaster within 14 days following the monthly meeting.

Minutes are to be posted on the SMPTO website and on the bulletin boards at both schools. The secretary must also maintain a copy of all minutes in a binder along with a copy of the by-laws, rules, policies, membership list (contacts) and any other necessary supplies and bring this information to meetings.

Maintain and report on all correspondence received by SMPTO at general meetings and keep a file of all correspondence received for each school year for at least 3 years. Distribute correspondence to appropriate individuals as necessary. Scan or upload all correspondence to OneDrive.com in the respective folder.

*Agendas (monthly):*

Prepare agendas for the monthly general meetings. ( Seek input from board/principals regarding agenda items prior.) Distribute agenda to board members, principals & webmaster 1 week prior to upcoming meeting date. Maintain a copy of all agendas on the OneDrive and the minutes binder.

*Meeting Invites/Reminders (monthly):*

Prepare and email SMPTO general meeting reminders to principals at both schools one week prior to the upcoming meeting date.

*Arrangement for child care and volunteer supports(monthly and throughout the year for specific events):*

The secretary is the main contact for the SMPTO to make arrangements for child care provided at the SMPTO general monthly meetings. The child care is provided by the HS Interact Club. Provide the Interact Club faculty contacts with the list of meetings scheduled for the year and then check with them monthly to verify students signed up to assist with child care for meetings. After the meetings are held, contact the faculty contacts to confirm who attended to assist. Bring tub of toys, activities to general meetings for kids to use. Replenish supplies in tub as needed.

The secretary also assists with reaching out to the Interact Club and Drama Club for potential volunteers to assist with events like the IFES Fall Fun Fest & Spooky Party, Cookies and Cocoa with Santa, IFES Luau, Spring Fling, etc.

*Time to Sign Up (Throughout the year for various events):*

Create Time to Sign Up sheets for each event requiring volunteers. Include link for Time to Sign Up in Rice Reporter & IFES Newsletter write up. Provide the building secretaries with a list of the parents signed up 2-3 days prior to the event so that they can cross check clearances. Push out reminders to parents via the Time to Sign Up website.

*Rice Reporter & IFES Newsletter (Monthly to Bi-Monthly):*

Provide an update on past and upcoming events and meetings, time to sign up links and any other important PTO information that we want to get our to parents.

*Maintenance of SMPTO Bulletin Boards at Rice and IFES (monthly or every couple of months but update accordingly):*

Arrange and update both SMPTO bulletin boards with current information about the SMPTO. Items to include: current board listing and contacts; SMPTO meeting schedule for the year; post copies of approved SMPTO meeting minutes and agendas (if possible); monthly listing of events; highlight special events separately (i.e. Holiday Market, book fairs, Spring Fling); identify special assistance needed such as chairpersons needed/ elections; post thank yous for event volunteers/ Bubblethon donations; and any other pertinent information to be shared.

*Bubblethon Sponsorships Chairperson (in the fall):*

The SMPTO secretary acts at the Bubblethon Sponsorship Chairperson for the Bubblethon Fundraiser each year. Duties include: maintenance and update of the sponsorship database (with board assistance) on the OneDrive; composing and distributing appropriate letters of request for sponsorship to all designated potential sponsors via mail, email or online request (with board assistance); maintenance of all responses from sponsors in database; maintaining copies of all responses and providing originals to SMPTO treasurer; prepare and distribute appropriate thank you letters with donation receipts and certificates of appreciation to all sponsorships received (maintain copy of all letters sent). Track sponsorship levels for tshirts, website, facebook and banners.

*Other Duties as needed (throughout the school year):*

Assist with management/maintenance of the OneDrive database of documents, forms, spreadsheets.

Help with afterschool events and special events in planning and implementation (i.e. IFES Fall Fun Fest & Spooky Party, Cookies & Cocoa with Santa, Holiday Market, Luau, Scholastic book fairs, conference meals, teacher appreciation week, Spring Fling, etc) .

Participate in Back to School nights at both schools.

Assist with review and update of SMPTO By-Laws every 2 years (on even years).

Assist with providing fundraising updates during **Bubblethon** by copying and distribution of information (i.e. student packets, periodic classroom totals; filling in fundraising thermometer). Help with Bubblethon Kick-Off events; periodic student excitement events and the actual fitness events at each school. Assist with donation collection, counting and tallying during the Bubblethon Fund Raising period. Assist with sorting and distribution of Bubblethon prizes earned for all students.