

DAVID LUBIN ELEMENTARY

PARENT TEACHER GROUP

Executive Board Job Description

Role: Secretary

Job Description:

Per By Laws:

- Record and distribute minutes of all meetings of the organization and the Board,
- Maintain a record of minutes and other records of the organization,
- Generate and respond to correspondence as directed by the Board,
- Maintain correspondence files in a permanent location, and
- Provide PTG content for the monthly school newsletter.

Other Duties Generally Performed:

- Attend General and Executive Membership meetings (must attend at least 50% of the meetings to be eligible for re-election),
- Send draft minutes to the Board for review at least 10 days prior to the following meeting,
- Send Remind app messages and the newsletter,
- Provide minutes and other website updates, and
- Support as many PTG events as possible.

Time Commitment:

- 6 – 8 hours per month

