### Milltown School Job Description

### Recording Secretary

**Position responsibilities**

* Schedule all PTO meetings including Town Hall and Executive Board meetings.
* Keep and develop (within 2 weeks) minutes of all General and Executive Board meetings.
* Check the PTO mailbox on a bi-weekly basis
* Keep track of Board voting and send voting notification and updates
* Maintain the PTO closet, storage and file-cabinet.
* Ensure effective communications of the events by working with the VP of Communication.
* Attend monthly board meetings and Town Hall/general meetings
* Attend in CSA meetings in the absence of the Co-Presidents and Vice President, Events.
* Responsible for the committees listed below which includes
	+ Ensuring volunteers on the committees
	+ Organizing a kick off meeting with the committee, Vice President, Communications, and Treasurer
	+ Touch points with chairperson to review progress and budget
	+ Debrief after the event to discuss the Post Event Evaluation when applicable
* Transition to the next leadership team by nurturing potential leaders and preparing the incoming team

**Committee responsibilities**

* Teacher Support Committee
* Volleyball Night Committee

**Core skills needed**

* Demonstrated leadership
* Highly organized
* Able to manage multiple projects/task simultaneously
* Good with computers and the Microsoft Suite (Word, Excel and PowerPoint)
* Effective communications skills

**Additional ideal skills**

* Experience in planning an event