

SECRETARY

AVAILABILITY REQUIREMENT: Must attend monthly Exec Committee meetings, August through May.

1. Take minutes at all Exec Committee meetings. Record attendance at all Exec Committee and Planning meetings. Type professional minutes for all meetings within 1 week of the meeting. Email minutes to the Executive Committee for approval. Once approved, save the minutes to the Secretary's jump drive and print a copy for the Secretary's binder. Upload minutes to the shared google drive.
2. During the first week of school, have each parent review contact information and initial that it is correct. Use contact information to compile a completed directory. The directory should include class lists with contact information for each family, the school calendar, a list of co-op jobs, and staff/ executive committee information. Distribute directories to all families by the end of September.
3. In September, update email addresses online to reflect the families currently at the school.
4. Send out monthly update email to all current families and teachers. Each email should include important dates, updates from the Director and President, Parent Planning meetings dates that all families should be aware of. Check with VP, Social, Enrichment and Fundraising Chairs regarding any updates they would like included in the email. Use calendar in Secretary jumpdrive for further details.
5. For each monthly update emailed during the school year, print two copies out. Post one copy on a bulletin board in the lobby, and deliver one copy to the director.
6. Let the director know of any members of the school who have had a death in the family and assist as approved by the director.
7. The Secretary shall also create, update and maintain an Alumni List of former GUMS families and teachers.
8. During large scale events, the Secretary shall assist with the creation of the program.
9. There should be at least one person attending all school events as President, Vice President or Secretary. This person should oversee clean up.

As a member of the Parent Co-op Group- Executive Committee and a leadership position, this job requires confidentiality, discretion, professionalism, and respect for fellow preschool families.

Signature of Secretary agreeing to duties outlined above, and receipt of Secretary's binder and jump drive:

Name Printed _____

Parent Signature _____ Date _____