



## ***Pointers Run Elementary PTA, Inc.***

***6600 S. Trotter Road Clarksville, Maryland 21029***

***410-313-7142***



### **CORRESPONDING SECRETARY**

The Corresponding Secretary is responsible for maintaining all incoming and outgoing communications with members, serving as a backup for the Recording Secretary, and ensuring all room bookings needed for PTA related events are made in a timely and proper manner through the HCPS Facilities Use Department.

The Corresponding Secretary is a member of the PTA board of directors and executive committee. This is an elected position, nominated and approved by simple majority vote at a general membership meeting in the spring. The term of this position is one year, beginning July 1st and ending June 30th of the following year.

#### Duties and Responsibilities

The Corresponding Secretary will...

- Attend meetings of the board of directors, the executive committee, and the general membership.
- Assume the responsibilities of the Recording Secretary at meetings (e.g., record meeting minutes) in his/her absence.
- Maintain a current listing of all committee chairs.
  - Bring a copy to each monthly meeting or provide to the Recording Secretary in your absence.
  - Disseminate the list to all board members.
  - Post on the PTA website.
- Print and distribute the Welcome Back Teacher Letter before the teachers' first day back to work in late August.
- Serve as the primary liaison for reserving rooms at the school for PTA activities, meetings, etc.
- Send thank you notes or gifts as designated by the board to guest speakers, significant donors, or people who helped in a PTA program.

- Send letters of condolence, congratulations, etc. as requested.
- Provide PTA letterhead to other committee chairs as requested.
- Keep copies of all correspondence on PTA letterhead on file.
- Perform specific duties as provided for in the bylaws.