

PiP Secretary Job Description

Characteristics:

- Desire to serve Parents in Partnership, the school, parents and ultimately the students
- Understanding of the mission of PiP
- Good listening skills
- Effective communication skills
- Good computer skills
- Strong organizational skills

Responsibilities:

- Schedule monthly executive board and general meetings
- Prepare and distribute agendas for monthly executive board and general meetings
- Record minutes of monthly executive board and general meetings
- Manage all PiP documents to include, by not limited to, approved minutes, agendas, Bylaws, and materials distributed at any official PiP meeting
- Ensure all PiP documents are appropriately retained (e.g., Dropbox) and/or displayed on the PiP website
- Pick-up/Deliver mail from the PiP mailbox at the school office and USPS twice monthly:
7210 Virginia Parkway #6331
McKinney, TX 75071
- Monitor PiP email account (imagine.pip@gmail.com) and appropriately distribute messages to executive board and chairpersons
- Maintain master calendar to include PiP activities/events, extracurricular/social activities, spirit nights, fundraisers, general meetings, IANT events, GLR events/activities, and school-related activities.
- Prepare notes of thanks, sympathy, inquiry, etc. as needed on behalf of the PiP

Term:

This position requires a two-year commitment

Training and Resources:

- One-on-one with outgoing secretary
- Past files and examples
- Computer files