



SMM Parents Club (PC) Board Duties and Responsibilities

Secretary

The Secretary shall record proceedings of Parents Club and **Board** meetings, publish the minutes (within 48 hours of adjourning the meeting), and make them available to the membership through the SMM website and parent newsletter, execute general correspondence and perform such other duties as are designated by the President.

- Attend monthly PC Board Meetings
- Attend PC Schoolwide Meetings and PC sponsored events
- Prepare agendas for PC meetings
- Maintain PC portion of SMM website to include Facebook, Instagram, announcements (pertaining to parents club), calendar (events pertaining to parents club), anything directly related to parents club
- Communicate PC information to school newsletter
- Maintain a complete file of all meeting minutes and agendas (to include **board** and PC meetings)
- Record minutes of **board** meetings
- Communicate with members (SMM Parents) - information regarding PC's projects, spendings, needs, upcoming PC meetings, etc.
- Organize and manage yearly nomination/elections for PC **board** positions
- Serve a 2-year term