

## **Recording Secretary** **Highland Drive PSO Board Position**

The Recording Secretary takes notes at the PSO meetings and processes them. The secretary also keeps track of volunteer hours as submitted by the members.

### **Further Details**

The Recording Secretary needs to be **available for the meetings**, usually held once a month at the school in the morning. Occasional evening meetings are being considered as an alternate. If the R/S is **not able to attend** a scheduled meeting a sub needs to be secured before the meeting by the secretary!

The R/S will sit with the board at meetings and **takes notes** to refer back to at a later date. Notes can be as detailed as needed or requested by president. Ideally, notes should cover each speaker and topic in a manner to reflect the business of the meeting.

Once home, the R/S can transfer notes to computer to send to the Highland PSO president. Notes are not read again at the start of the next meeting as with some clubs.

Notation to other links may appear in the secretary's description, such as 'see Mrs. O'Mara's/principal's message to parents blog' for complete details.

**Volunteer hours by parents** are submitted & recorded in a few ways. They are: daily on the sign in sheet at the office, at the PSO meeting on the attendance sheet or at a special event sheet. The Recording Secretary should ask for hours and remind attendees about collecting their hours at each meeting!

Also **near the end of the year** the R/S needs to ask members for an estimate of hours from that point on until they are done with projects and time that extend to the final days of school. From all of these sources, the tally of total number of hours needs to be turned in to the PSO president at Highland.

### **Importance**

Recording Secretary is important to the tracking of information and ideas. Also important are the totals of hours for projects and the year in terms of volunteer effort.

### **Other Notes**

In general, most PSO volunteer **do not remember to turn in hours**, or **underestimate the total** of what they do submit. It is very important to encourage members keep up with their hours and to turn them in. Volunteering is essential to the PSO's mission.

Recording Secretary is a good position for someone who listens well and records without interpretation to the final copy. The person who takes this position should be available the whole meeting without having to leave early.

There may be other small aspects to this position as the website for the PSO becomes more developed, like sending notes to the communications chair via email. The current president knows what is needed for all notes and volunteer hours, so good rapport is important.