

Duties of the Secretary Dawson Parent Association Board

Updated April 2016 by Mary Elizabeth Callaway, revised by Lisa Albright 2017

OVERVIEW:

The primary role of the Secretary is to support the DPA President. The secretary carries out the tasks listed below and serves the Dawson community with integrity, inclusivity, and kindness. Because each President has his/her own style of operating, the President and Secretary may chose to organize their responsibilities differently from year to year.

Duties:

DPA Executive Committee

- Once per month, usually on the first Tuesday, the DPA Executive Board meets to discuss upcoming needs and events. PRIOR to this meeting, the secretary sends a group email to the DPA Executive Board and asks that they make you aware of any agenda items they would like to discuss at the upcoming Board meeting. Before the meeting, assemble the requests and forward them to the president, who then sets the final meeting agenda. *Please check with the President about this item, as some President's like to handle this themselves!!*
- Attend each DPA Executive Board meeting and take notes on the discussion. In the minutes, highlight any decisions made, the outcome of any votes, and any actions that need to be taken. Send these DPA Board Meeting Minutes to everyone on the board and retain a copy on your home computer for reference.
- Like all other Board members, value and respect varying views on the board. Be prepared to agree to disagree.
- Attend each DPA All-Parent Meeting and take notes on what is discussed in the combined, all-divisions segment of the meeting. The Divisional Coordinators, not the Secretary, take notes on the breakout sessions, when applicable. Afterward, send the DPA All-Parent Meeting Minutes to the LS Coordinator, the MS Coordinator, and the US Coordinator for distribution to the parents via email.

- Make all School Dude reservations for reserving space for events and meetings. This is VERY easy – yet it takes some time seeing you have to reserve the space/room you'd like to use for: each DPA Board Meeting (DPA Office), each DPA All Parent Meeting (Henderson Dining Hall) and the DPA Holiday Coffee event (Henderson Dining Hall). For each All Parent Meeting, in the School Dude form, make sure to reserve the projector and sound system for potential presentation needs AND reserve Coffee for #40 (Sage takes care of this for us and bills us later). The School Dude reservation site is at: www.myschoolbuiding.com and after you fill out your form, the password (in all caps) is: MUSTANGS

Communications

- Beyond the Board meeting and All-Parent Meeting minutes, the secretary keeps track of anything that needs to be updated on the DPA website www.dawsonpa.org. For example, the Calendar and Meeting Minutes need to be monitored to keep them current as the academic year progresses. Often at the All Parent Meeting when a presentation is given, the speaker has a PDF document of the slides for their presentation. Please obtain this and send to the DPA website webmaster for posting on the “Meeting Minutes” webpage.
- The website is designed in WordPress, which is very easy to alter and update. The secretary will receive login information from the previous secretary along with a brief tutorial so that she feels completely comfortable. No previous web experience is necessary! For now, Lisa Albright, the DPA website creator will take care of all website updating, so you can simply funnel updates to her until further notice.
- Keep your ears open for any other communication needs so that DPA can better fulfill our stated goal of being a strong line of communication between the Administration and the Parent Community. How we accomplish this goal will change as the Parent Community changes and there will always be room for improvement.

****Please refer to **DPA Secretary USB Drive** for all digital materials needed to perform marketing duties. These materials are template examples from which you can edit and adjust as desired.**

*THANK YOU for your great service to the Dawson School
Community!!!*