



Sunset Mesa Parent Association (SMPA)

Officer Position: Secretary



OBJECTIVE

- Support the SMS community by facilitating effective communication between the SMPA and parent community.

RESPONSIBILITIES

- At each General Meeting:
 - Take notes and record any key points, decisions and actions. These notes will be used to help write the meeting minutes.
 - At the end of the meeting review any decisions and actions to ensure everyone understands what has been decided.
- After each General Meeting:
 - Prepare a draft of the minutes as soon as possible and send to the President and Vice President for review.
 - Send a reminder to those responsible for any actions.
 - Upon finalizing meeting minutes, send to the SMS Office so that they can be posted to the SMPA website.
- Publications:
 - In the fall and spring semesters (typically in November and April) prepare a one page “SMPA Burst” for the SMS community summarizing recent SMPA events and thanking those who supported them.
 - At the end of the school year prepare the annual “SMPA Year in Review” and thank you one page summary.
 - Continually work with the President and SMS office to provide updates to the SMPA website with meeting minutes, publications, events and other information.

COMMUNITY SUPPORT

Meeting minutes and publications may be the only way some SMS families are aware of SMPA activities, therefore these documents are essential to effective SMPA communication.

IMPORTANT DATES

Meetings

- 1st General Meeting - September
- 2nd General Meeting - December
- 3rd General Meeting - January
- 4th General Meeting - April

Publications

- Prepare meeting minutes after each General Meeting
- Prepare an “SMPA Burst” in November and April
- Prepare the “SMPA Year in Review” in May
- Update SMPA website each August with new officers and as needed throughout the school year

ADDITIONAL INFO

Coordinate with the SMS Office to have minutes and publications posted to the SMPA website and sent to the SMS community via email as appropriate.

