

## **Correspondence Secretary**

### **Conduct PTO correspondence**

- a. Maintain folder of current correspondence and circulate at monthly meetings
- b. Send appropriate cards, flowers, etc. for birth, marriage, illness, hospitalization, death of family member of faculty, staff and school families
- c. Chair Gifts and Memorials committee
- d. Organize Installation Luncheon in Spring
- e. Coordinate "Specials Collection" in early December
- f. Arrange for "hospitality" for monthly PTO meetings and one Board of Education meeting per year
- g. Arrange for child care during daytime PTO meetings and other events (Halloween Play)
- h. Organize "Welcome Tea" on first day of school
- i. Replenish PTO supplies (paper goods, coffee service, etc.) as needed
- j. Cover for Recording Secretary, if needed