Brown International Academy

PTA

everychild. onevoice.®

Brown International PTA Secretary – Position Description

Last updated February 2026

Help Keep the PTA Organized – Serve as PTA Secretary

Are you organized and reliable? Do you like helping groups stay on track? As **PTA Secretary**, you help the Brown PTA run smoothly by keeping meetings organized, information documented, and communication clear. This is a **behind-the-scenes role** that's essential to the success of the PTA, but designed to be **manageable and predictable**.

Purpose

The PTA Secretary supports the Executive Board by organizing meetings, taking notes, maintaining records, and tracking key deadlines. The goal of this role is to make it easier for PTA leaders and volunteers to work together effectively—without anyone having to reinvent the wheel each year.

Bonus: this role can easily be done alongside daytime obligations and is a great way to dip your toes in.

How This Role Is Designed to Be Manageable

- Most work follows a **monthly rhythm**
- Responsibilities are **clearly defined** and repeatable
- Templates and documentation already exist
- You'll work closely with the PTA President and Executive Board
- The role focuses on organization and communication, not event planning

Key Responsibilities

Meetings & Notes

- Help schedule and plan official PTA meetings (5-7 annually), plus monthly executive board meetings
- Help schedule and support follow-through on once per month meetings with the principal
- Prepare and share meeting agendas and materials
- Help prepare PTA meeting presentations for review
- Take meeting minutes and share key decisions and action items
- Help ensure quorum for official meetings

Organization & Records

- Keep PTA records organized in shared folders
- Track key deadlines and reminders (e.g., state or district requirements)
- Maintain the PTA Google Calendar and DPS App Calendar (on Thrillshare)

Communication & Follow-Up

- Share agendas, minutes, and follow-ups with executive board and committee members
- Help track action items and volunteer follow-up as needed
- Help distribute the monthly PTA newsletter (e.g., coordinate content with VP Communications, print and stuff teacher Friday folders) and coordinate information to include in Joy's Bobcat beat

Light Operations Support

- Update annual PTA information on the Brown website
- Support with school tours
- Help distribute the monthly PTA newsletter (e.g., Friday folders) and coordinate information to include in Joy's Bobcat beat
- Support documentation to help future officers transition smoothly
- Support the execution of PTA focused events like PTA meet and greet and Thanksgiving Lunch

---

Estimated Time Commitment

Approximately **5–10 hours per month**, with a higher commitment at the start of the school year (**15–20 hours in August and September**) to get systems set up. This includes **4+ hours of meetings per month**.

Tools & Support

- Slack (internal communication)
- Google Workspace & Google Calendar
- DPS App (Thrillshare)
- Zoom
- DPS Facilities system
- CheddarUp, QuickBooks, FirstBank online, Excel, Gmail

Ideal Candidate

- Organized and dependable
- Comfortable with calendars, notes, and shared documents
- Clear communicator
- Enjoys creating structure and keeping things running smoothly
- No prior PTA experience required—support and templates are provided!

Term

This is a **one-year elected position** for the **2026–2027 school year**, with the option to continue for a second year. This is a great first step to getting more actively involved with the PTA.

Learn More

This role is a great fit for someone who wants to make a meaningful contribution without a heavy evening or weekend commitment. You'll be supported by a collaborative executive board and clear processes.

Interested or want to learn more?
Contact the current Brown PTA Secretary, Meghan, at **secretary@brownpta.org.**