

PTHSS Secretary and Communications Director Roles and Responsibilities

Secretarial Role

- Responsible for recording, maintaining, and archiving appropriate PTHSS records, including but not limited to:
 - Articles of Incorporation, By-laws, Policies and Procedures
 - Formal Correspondence with outside organizations or individuals
 - Documentation of major PTHSS board decisions
 - “PTHSS Guidelines, Expectations, and Rules of Conduct” document
 - Minutes of Board Meetings
 - Minutes of Member Meetings
 - Coaches’ Application Forms
- Maintain PTHSS Members’ directory. As a minimum, the directory should include the following for each member family:
 - First and last name of athlete
 - First and last name of athlete’s parents
 - Home address
 - Home, work, and mobile phone numbers
 - Athlete’s birth date
 - Family’s e-mail address
 - Athlete’s e-mail address (if applicable)
 - Athlete’s declared grade level
 - Identification of which PTHSS Sports the athlete is participating in
- Sits as an at-large member on the PTHSS board
- One of Signatories for organization

Communications Role

- Focal point for all communications within and without the organization. Coordinates with other board members, including sports directors to ensure regular and timely communication with all PTHSS athletes, coaches, and their families. All communications is not required to originate with the Communications Director; however, the Communications Director should be kept informed by the other directors of all out-going communication. Communications includes written notices, coordination of phone trees, regular e-mail, and update of the PTHSS web site.
- Responsible for maintenance and upkeep of PTHSS Web site and all it’s data. During the active sports seasons, this data should be updated approximately once per week (or more often for specific urgent requests; e.g., game cancellations). As needed, this job can be delegated to a webmaster; however, Communications Director should maintain active roll in the process

- Maintain directory of PTHSS “Friends”. These are people, families, organizations, or businesses that, although not members, have expressed an interest in keeping up with the activities of the organization and receiving regular periodic communications, game schedules, etc. on PTHSS sporting activities. We should try to maintain the following information of each PTHSS Friend:
 - Full Name (individual or primary contact at organization/business)
 - Phone number
 - E-mail address
 - Home address
- Provide Weekly e-mail communication to the organization members on the schedule of activities and any other announcements for the week.
- Provide regular communication e-mail to PTHSS Friends. Focus should be on upcoming events, games, and other activities
- Provide publicity about the organization to outside media outlets as required. (EX: local interest articles, advertising for Sports sign-up, scores in newspapers, etc.)