

NCAPO Secretary — Role Synopsis—20-30 hrs.

The Secretary plays a vital organizational and communication role within the Parent Organization, ensuring meetings, records, and key parent-facing information is accurate, timely, and accessible.

This role works closely with the communications chair supporting transparency, efficiency, and strong communication across the leadership team, room parent coordinator, and the broader school community.

Primary Responsibilities:

- **Meeting Preparation & Documentation**

Coordinates monthly meeting agenda(s) by soliciting agenda items from board members 2–3 weeks in advance, via email.

Prepare and distribute finalized agendas via NCAPO calendar invite, including agenda links at least 1 weeks in advance.

Record meeting minutes in real time, finalizes them promptly after meetings, and save them as read-only PDFs in the NCAPO Google Drive for reference and sharing.

- **Email & File Management (in partnership with Exec Board Members)**

Organizes and maintains pertinent documents, agendas, minutes, and communications, within the NCAPO Google Drive using consistent naming and folder structures.

Helps manage incoming NCAPO email communications, organizing messages appropriately and flagging items requiring follow-up.

- **Parent Communication Support.**

Collaborate with the Room Parent Coordinator to distribute recaps to classrooms in a timely manner based on meeting minutes and school community needs for the month.

(Optional) Create a concise, visually clear “Recap at a Glance” graphic after meeting highlighting key info., upcoming events, & volunteer opportunities. supports creation of the sign up genius’ for various events, as needed.

Overall Purpose:

The Secretary ensures continuity, clarity & communication across the Parent Organization by keeping meetings well-organized, records well-maintained, and parents well-informed.