

Reference Guide for PTA Unit Secretaries

(adapted from the California State PTA Toolkit)

For more information go to <http://toolkit.capta.org>

About the position – The Unit Secretary is an elected position and one of the three required officers for a PTA. Secretarial responsibilities can be assigned to one person, or can be divided between a Recording Secretary and a Corresponding Secretary, in accordance with the bylaws.

Your Responsibilities as Recording Secretary

- Attend PTA-sponsored workshops or trainings.
- Obtain the Record Book from the previous recording secretary. The Record Book contains the master copy of the minutes from previous executive board and association meetings. It is a permanent legal record.
- Obtain the Procedure Book from the previous and update as necessary. The Procedure Book contains the master set of the bylaws, a list of PTA members, and other official documents and records of the PTA.
- Keep an accurate, concise and permanent record of each meeting (minutes). These minutes are the legal record of the PTA/PTSA and the original copy is known as the master copy. The master copy must be entered into a bound book. (More info on minutes below...)
- Prepare a list of unfinished business items for the president. If requested, assist with the preparation of the agenda.
- At meetings, have on hand the following: copy of the bylaws and standing rules, copies of agendas, motion forms, paper for ballots or ballot forms for elections, minutes of previous meetings, list of all committees, and an up-to-date list of all members. Also have on hand office supplies as needed.
- Read the minutes of any previous meeting when called upon to do so.
- Prepare the minutes soon after each meeting
- Notify members of meetings
- At each association meeting, read a brief report of each executive board meeting, and move the adoption of board recommendations.
- Sign, with the president, authorization for payment after the association votes to pay a bill.
- Handle correspondence (unless there is a corresponding secretary)
- Other duties as assigned by the president or organization
- At the end of your term, review materials with incoming secretary; explain use (or discard if no longer needed). Give Record Book and Procedure Book to new secretary.

Taking Minutes

Minutes may be handwritten, typed or computer-generated. The format is somewhat of a unit preference. The most important thing is that you have an accurate record of the action items/business conducted during the meeting.

All minutes should include the following:

- Name of the Association
- Type of meeting (Association or Executive Board)
- Date, time and place of meeting (include time of call to order)
- Name and title of presiding officer
- Names of those attending (may also include courtesy seats and excused absences)

- Required quorum and whether it has been met
- Disposition of the previous meeting's minutes (*e.g.*, approved as read/printed/committee; or approved as corrected). If there are corrections these must be noted in the current minutes.
- Financial report including balance on hand, receipts, and disbursements (treasurer's report and financial secretary's reports are attached to the minutes)
- Record of all bills approved for payment and/or ratification (attach warrants to minutes)
- Record of each motion voted upon (unless withdrawn), with the name of the member who made the motion, and whether the motion was ADOPTED or DEFEATED. It is not necessary to record the name of the member who seconded the motion.
- Copy of any resolutions adopted
- Record of the results of any election
- Record of any reports given
- Brief notation of any program – topic, names of participants, method of presentation
- Time of adjournment
- Name and signature of secretary. (If approving minutes by committee, names and signatures of minutes-reading committee.)

Who approves/corrects the minutes?

Minutes are approved and/or corrected by the group that created the minutes. Only executive board members can approve/correct executive board meeting minutes. Association members approve/correct association meeting minutes.

Who gets a copy of the minutes?

Minutes of executive board meetings should be made available to all executive board members. (Refer to your unit bylaws to determine who is a member of the executive board.) Executive board meeting minutes are NOT provided to members of the association, but the secretary does make a brief report of the executive board meeting at association meetings. Minutes of association meetings should be posted at general meetings or copies may be made available to those who attend the association meetings. At a minimum, hard copies of the minutes must be given to the president and treasurer. The auditor will need minutes while conducting audits. The secretary keeps all master copies of the minutes. **MINUTES MUST NOT BE POSTED TO ANY WEBSITE OR PUBLISHED IN ANY SCHOOLWIDE GENERAL NEWSLETTER.** However, a summary of association meeting minutes is appropriate.

How do I get the minutes approved/corrected?

- 1) You can read them aloud at the appropriate time of the meeting, and corrections can be made immediately following the reading of the minutes. With approval of the association the reading of the minutes may be postponed to the next meeting.

OR

- 2) You can distribute copies to members to read, and corrections can be made during the time devoted to minutes on the agenda.

OR

- 3) With approval of the association, a committee (minimum of three people, one financial) may be appointed to read the minutes and report findings at the next meeting. If a committee is appointed, all members must have been present at that meeting. The members of the committee must sign their names at the end of the master copy of those minutes. Committee members should read minutes as soon as received from the secretary and reply either with corrections or an approval. The secretary will then report the results of the

committee's reading (approved as read or approved with the following corrections), at the next meeting.

How do I record corrections to the minutes?

- Corrections are made to the master copy of the minutes by circling the incorrect words with a red pen and placing the corrections in the margin.
- All corrections must be initialed and dated.
- Whenever a correction is made, it is noted in the minutes of the current meeting.
- Corrections to the minutes can be made years later by means of a motion to amend something previously adopted. This requires a two-thirds vote or a majority vote with prior notice.

How should the minutes be stored?

Minutes are a permanent legal record and must be placed in a bound book. A hard-backed, bound minutes book is available through the California State PTA store or a similar book may be purchased at an office supply store. The master copy of the minutes, along with all written reports, should be glued into the book for permanent storage. As an alternative, minutes may be kept together and taken to a binding company for binding at the end of each term. This method is most often used by district and state PTAs, which have accumulated large number of pages of minutes during the term. Loose leaf or spiral notebooks must not be used to store minutes.

Helpful Hints...

- Record what is done, not what is said. Summarize reports as necessary.
- Organize notes into clear statements (not opinions)
- Complete minutes as soon as possible after the meeting – don't wait.
- Council is here to help answer your questions or offer advice!

Any questions?

You can email me at: secretary@BurbankCouncilPTA.org

Michelle Means

Burbank Council PTA Recording Secretary, 2018-2019

Sample Minutes

**Golden State Elementary PTA Association Meeting
February 6, 2017**

The association meeting of the Golden State Elementary PTA was called to order by Selena Butler, president, at 7:00 PM in the school library on Wednesday, February 6, 2017.

Attendees: (list names separately or attach attendance sheet)

A quorum of 15 association members was met.

The Pledge of Allegiance was led by Girl Scout Troop 123. Phoebe Hearst shared an inspirational message.

The minutes of the January 9, 2017 association meeting were approved as read by a committee of Steve Frintner, Barbara Miller and Kristina Balos. Carol Briggs, Amy Kamm and Annette Fiol were appointed to read the minutes of the February 6, 2017 association meeting.

Annette Fiol, treasurer, reported a balance on hand of \$100.00 on January 1, 2017, with receipts of \$25.00 and disbursements of \$50.00. The balance on hand on January 31, 2017 was \$ 75.00. (Entire treasurer report should be written in or attached to the minutes.)

Annette Fiol **MOVED** to pay the bills in the amount of \$35.00. (List bills or attach warrant). **ADOPTED.**

Community Concerns chairman, Betty White, reported that the Internet Safety presentation held on January 28, 2017 had a total of 67 attendees.

Evelyn Brown, Vice President Programs, **MOVED** to host a Parent Education program on April 28, 2017, cost not to exceed \$ 75.00. **ADOPTED.**

A short presentation was given by the fire department on school safety.
Announcements were made and the meeting was adjourned at 8:15 PM.

Casey Smith
Casey Smith, Secretary

Approved as *read* on February 13, 2017

Carol Briggs

Amy Kamm

Annette Fiol