Historian

Role and Responsibilities
Historian Responsibilities

Collect volunteer hours for PTA meetings and events

Complete and submit the PTA Annual Historian Report to council/district PTA

Capture, assemble, and preserves a record of the activities and achievements of your PTA

Optional: Display or present a brief overview of the PTA year at meeting near the end of the school year; create memory book
What types of activities should you keep track of?

*If PTA asks you to do it, count it toward your volunteer hours.*

**Administrative tasks**
- Phone calls
- Travel time

**Meetings**
- General Membership meetings
- Executive Board meetings
- Meetings with administrators or teachers having to do with PTA
- School district or school board meetings that you attend as a representative of PTA
- Any other meetings attended for PTA purposes

**Writing**
- Meeting agendas
- Minutes
- Treasurer’s reports
- Chair/Officer’s reports

**Preparation for:**
- Meetings
- Events
- Phone calls/emails

**Event Tasks**
- Set-up/Clean-up
- Actual events
- Shopping for event/activity

**Thinking PTA**
- Promoting PTA to friends and acquaintances
- Volunteering at school for PTA-administered programs
- Email conversations

**Attending**
- California State PTA Convention
- National Convention
- Council/District trainings
- Legislation activities/conferences
Showcase Your PTA History

- Take lots of photos at PTA events
- Set up a display board to highlight your PTA activities in school hall/office
- Share your PTA History at Back to School Night, staff luncheons, and community events
- Present ‘mock’ check to your school board to show dollar value of volunteer hours at end of school year
- Collaborate with Founders Day Chairman to promote PTA History
- Create a President’s Memory Book to present at end of term
- Send out press releases to local media of your events
Capturing and Preserving

The Role of the Secretary in PTA
Responsibilities for all Secretaries

- Attend training
  - Yay, you're here!
- Gather materials from previous secretary
- Keep concise records
- Find out how your PTA prepares records for archive
How many of you are corresponding secretaries?

- All of you!

- Some of you are the secretary with combined duties of the secretary and corresponding secretary.

- Some of you are solely the corresponding secretary.
Corresponding Secretary Responsibilities

- Meeting notices to board and association
- Reading mail received into the minutes
- Write letters as authorized by the president
- File letters and mail received
Recording Secretary

Role and Responsibilities
Recording Secretary Responsibilities

- Take minutes at all board and association meetings
- Co-sign formal papers with president: Authorizations for payment, resolutions, and formal letters
- Handle PTA correspondence as directed by the president
- Maintain and preserve PTA records and important documents
Recording Secretary Responsibilities

- Prepare list of unfinished business from meetings for the president
- Notify officers and committee members of their election or appointment
- Prepare the report of the executive board and move the adoption of board recommendations
- Maintain a procedure book to pass on to a successor
Recording Secretary

Bring to Every Meeting

- Bylaws
- Minutes from past meetings
- Red pen / pencil for corrections
- Paper for ballots
- Membership list (work with membership chair / VP)
- List of officers, chairmen, and committees
Ask for…

✓ Agenda in advance
✓ Motions in writing
✓ Speakers to speak slowly and clearly
✓ Written reports from committee chairmen and officers
MOTION SLIP

I move...

Motion made by: ___________________________ Date: _______________________

___ Adopted       ___ Defeated
How to Prepare Minutes
Minutes Contain…

- Name of association, kind of meeting, date, time, and place
- Name and title of presiding officer
- Attendance list
- Disposition of minutes
Minutes Contain...

- Statement of accounts (treasurer’s reports) and list of bills approved for payment
- Summaries of officer and committee reports
- All motions, including name of maker and disposition
- Results of any elections
Minutes Contain…

- Program notes
- Time the meeting was called to order and time of adjournment
- Signature of secretary and date when minutes are approved
- Minutes **DO NOT** include conversations, detailed discussion, or opinions; “Just the facts, ma’am”
Review Sample Minutes
Meeting Minutes

Sunshine Elementary PTA

Mary Brown, president, called the Sunshine Elementary PTA meeting to order on July 15, 2020, at 6:30 p.m. in the school library. Boy Scout Troop 1234 presented the colors and led the Pledge of Allegiance.

The minutes of the June 15, 2020 meeting were printed and approved as distributed.

Frank Green, treasurer, presented the treasurer's report. Complete report included in the master copy of the minutes.

<table>
<thead>
<tr>
<th>CHECKING</th>
<th>SAVINGS</th>
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</thead>
<tbody>
<tr>
<td>Balance on Hand @ 6/16/2020</td>
<td>$2,800.00</td>
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<tr>
<td>Receipts</td>
<td>500.00</td>
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<tr>
<td>Disbursements</td>
<td>-499.00</td>
</tr>
<tr>
<td>Balance on Hand @ 07/14/2020</td>
<td>$2,881.00</td>
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Heather Grey, auditor, moved to adopt the audit report covering the period January 1, 2020 through June 30, 2020. Motion adopted.

There were no recommendations or audit findings.

F. Green moved the adoption of the 2020-2021 Sunshine Elementary PTA budget. Complete budget included in the master copy of the minutes. Motion adopted.

F. Green moved to pay Circus Book Fairs $499.00 for the September 2nd book fair. Motion adopted.

Phoebe Haart, secretary, presented the executive board report including:

- Interview of family engagement program providers
- Interview of fund raising companies

Action will be brought to a future meeting when plans are confirmed.

Carol Black, fundraising vice president, reported consideration of fundraising companies for the spring fundraiser. Action will be brought to a future meeting when plans are confirmed.

John Taylor, family engagement committee chairman, moved Sunshine Elementary PTA sponsor a multi-culture pot luck dinner in November in the school multipurpose room. Motion adopted.

J. Taylor introduced Dr. William White who presented a program on how to increase family involvement at school.

M. Brown announced the next association meeting will be August 15 in the school library at 6:30 pm. The president invited all to partake in refreshments.

The meeting adjourned at 7:30 p.m.

Phoebe Haart
Phoebe Haart, Secretary

August 15, 2020
Date approved
SAMPLE SUMMARY OF ASSOCIATION MEETING
PHOEBE APPERSON HEARST ELEMENTARY SCHOOL
JULY 1, 2011

RECOGNITIONS ~
• Selena Sloan Butler was recognized for her efforts in parent involvement.

REPORTS ~
Committee reports were given by the Bake Sale, Hospitality, Membership, and Ways and Means.

CONSENT ITEMS ~
Consideration and approval of:
• A field trip to the Natural History Museum for Grades 4-5.
• Science Camp for Grades 4-5 in Sacramento, Calif.

ACTION ITEMS ~
Consideration and approval of:
• 2011-12 proposed budget
• 2011-12 fundraising project with ABC Giftwrap, Inc., to raise funds for Science Camp.
• 2011-12 fundraising project to provide a guest speaker regarding parent involvement.

PLANNING ITEMS ~
• Discussion regarding implementing the Reflections Art Program in September.
• Discussion regarding Red Ribbon Week in October.
Handling the Minutes
Approved Minutes

Minutes are presented for approval at the next meeting of the group as a standard agenda item.

Note that previous meeting’s minutes were approved ‘as written’ or ‘as corrected’ and list the corrections.

Write the word “Approved” and the date after your signature and title.

The president can also appoint a committee, ideally three people, to approve minutes.
Susie King moved that Sunshine Elementary PTA purchase a new microphone for use at PTA meetings using budget line item “PTA Equipment and Supplies” up to $150. Motion seconded. Motion adopted.
Between Meetings

- Prepare minutes promptly
- Share minutes with the president
- Sign authorizations for payment
- Call meeting to order in absence of president or vice presidents
Distribute Minutes

1. Distribute minutes to board or approval committee after president reviews.
2. Executive board minutes are confidential; provide summary report only.
3. PTA minutes are for members only and not for public distribution; *do not post on website, in school newsletter, etc.*
4. Prepare hard copies for meetings.
Preserving the Minutes

Minutes are the legal, permanent records of a PTA

Minutes are kept forever

The master copies of the minutes of board and association meetings should be bound annually

Store minutes at your school or in permanent, secure storage belonging to your PTA
Burbank Council

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Thank you!
Contact us anytime!