

Historian

Role and 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

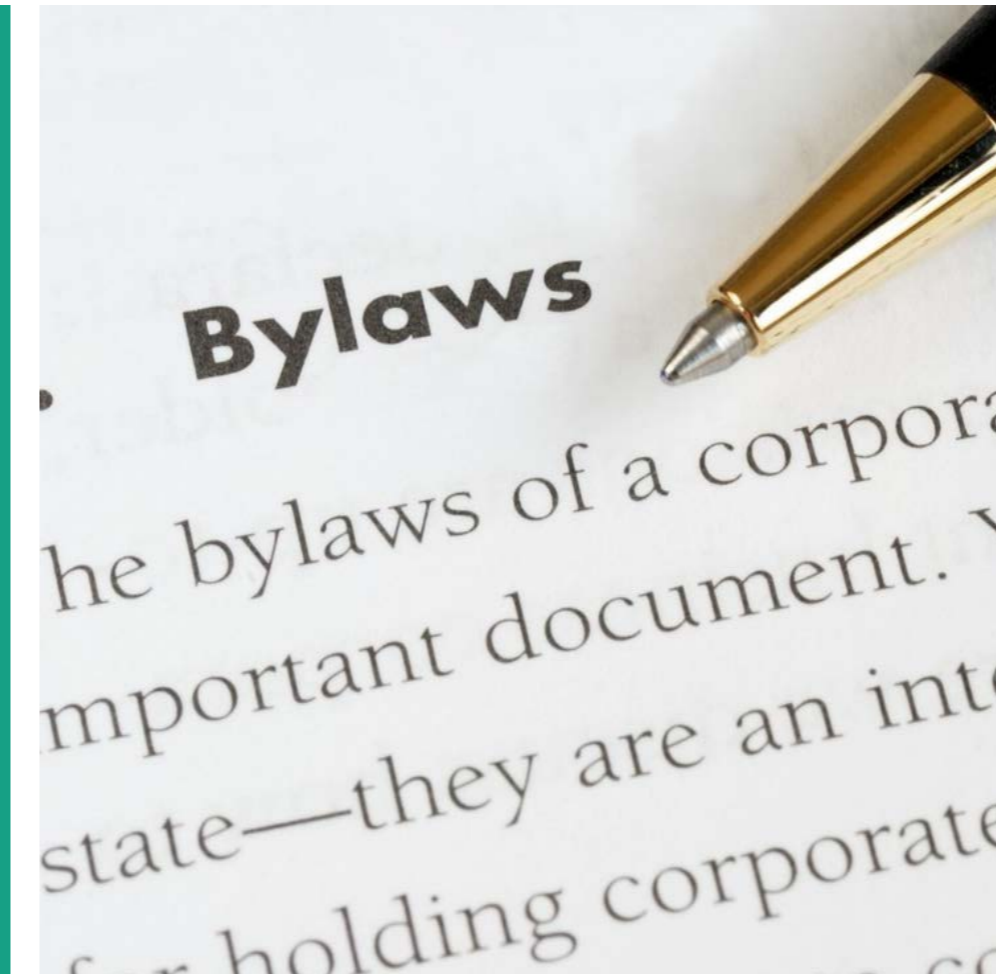
The Role of the Secretary in PTA



Responsibilities for all Secretaries



Attend training
Yay, you're here!



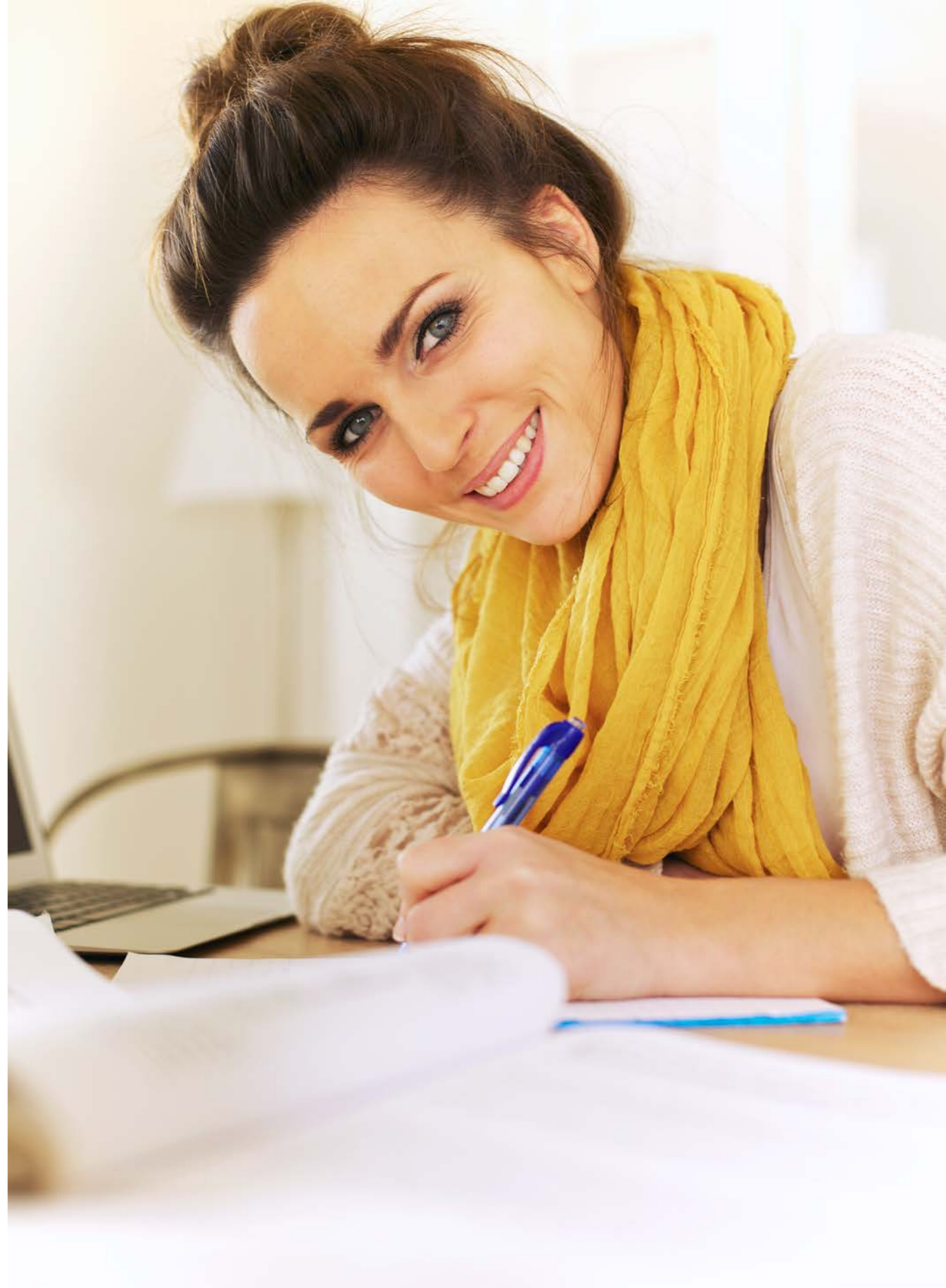
Gather materials from
previous secretary



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

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

How to Write Right



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



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



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1234 Main Street, Anytown, CA 90000 • office@sunshineelementarypta.org

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.

	CHECKING	SAVINGS
Balance on Hand @ 6/16/2020	\$ 2,800.00	\$7,000.00
Receipts	500.00	2.00
Disbursements	- 499.00	- 0.00
Balance on Hand @ 07/14/2020	\$ 2,801.00	\$ 7,002.00

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 Hearst, 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 Hearst

Phoebe Hearst, Secretary

August 15, 2020

Date approved



Summary Minutes

**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





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.**

** Susan 6/15/2018*
ASKamm



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 to board or approval committee after president reviews



Executive board minutes are confidential; provide summary report only



PTA minutes are for members only and not for public distribution; ***do not post on website, in school newsletter, etc.***



Prepare hard copies for meetings



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

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Social Media

Facebook.com/BurbankCouncilPTA

Twitter.com/BurbCouncilPTA



www.burbankcouncilpta.org

Judy Crivelli



historian@BurbankCouncilPTA.org



(818) 512-8857

Michelle Means



secretary@BurbankCouncilPTA.org



(818) 339-7224

Aylin Ghookhassian



correspondingsecretary@BurbankCouncilPTA.org



(818) 515-3808

Thank you!

Contact us anytime!

