

Capturing and Preserving

The Role of the Secretary & Historian 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: _____

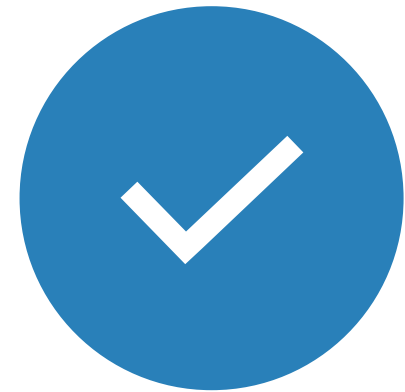
Adopted Defeated

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

●●●● 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



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 6/15/2021
FCrivelli



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

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



Burbank Council PTA

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Social Media

Facebook.com/BurbankCouncilPTA
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Thank you!

Contact us anytime!

