

Capturing and Preserving

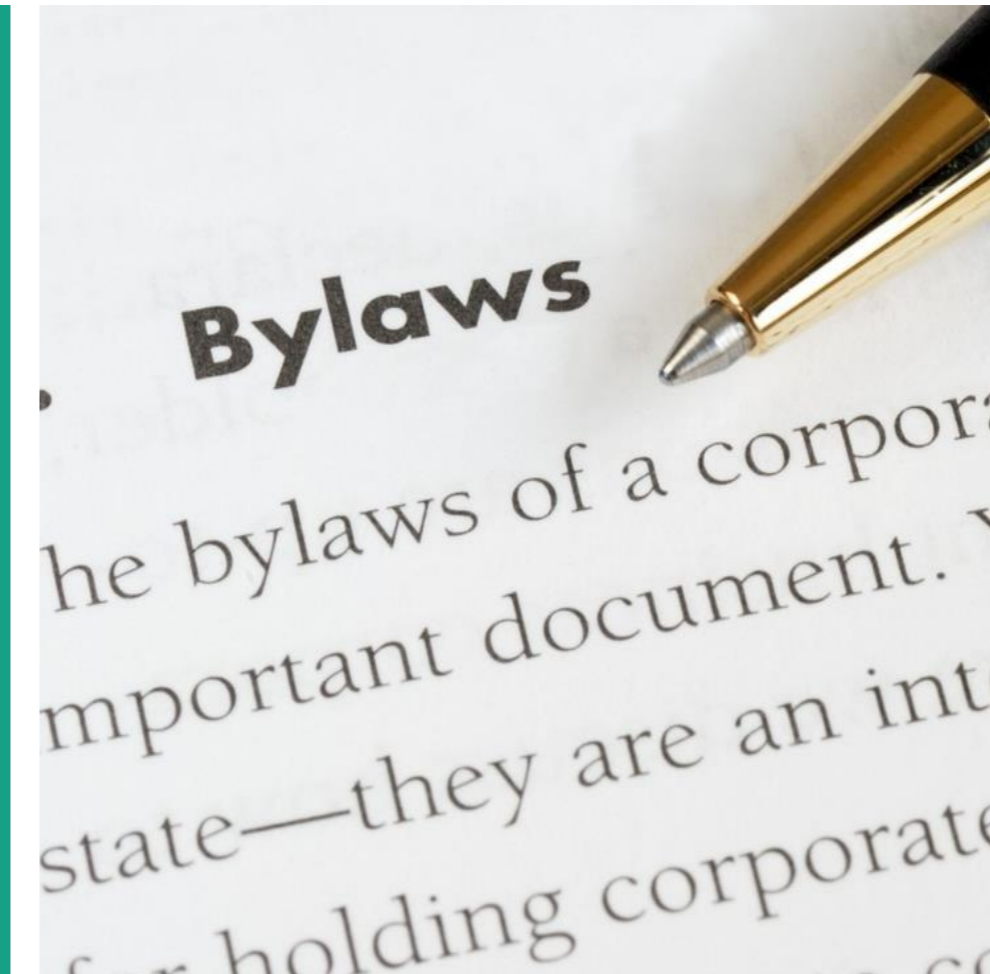
The Role of the Secretary in PTA



Responsibilities for all Secretaries



Attend training
Yay, you're here!



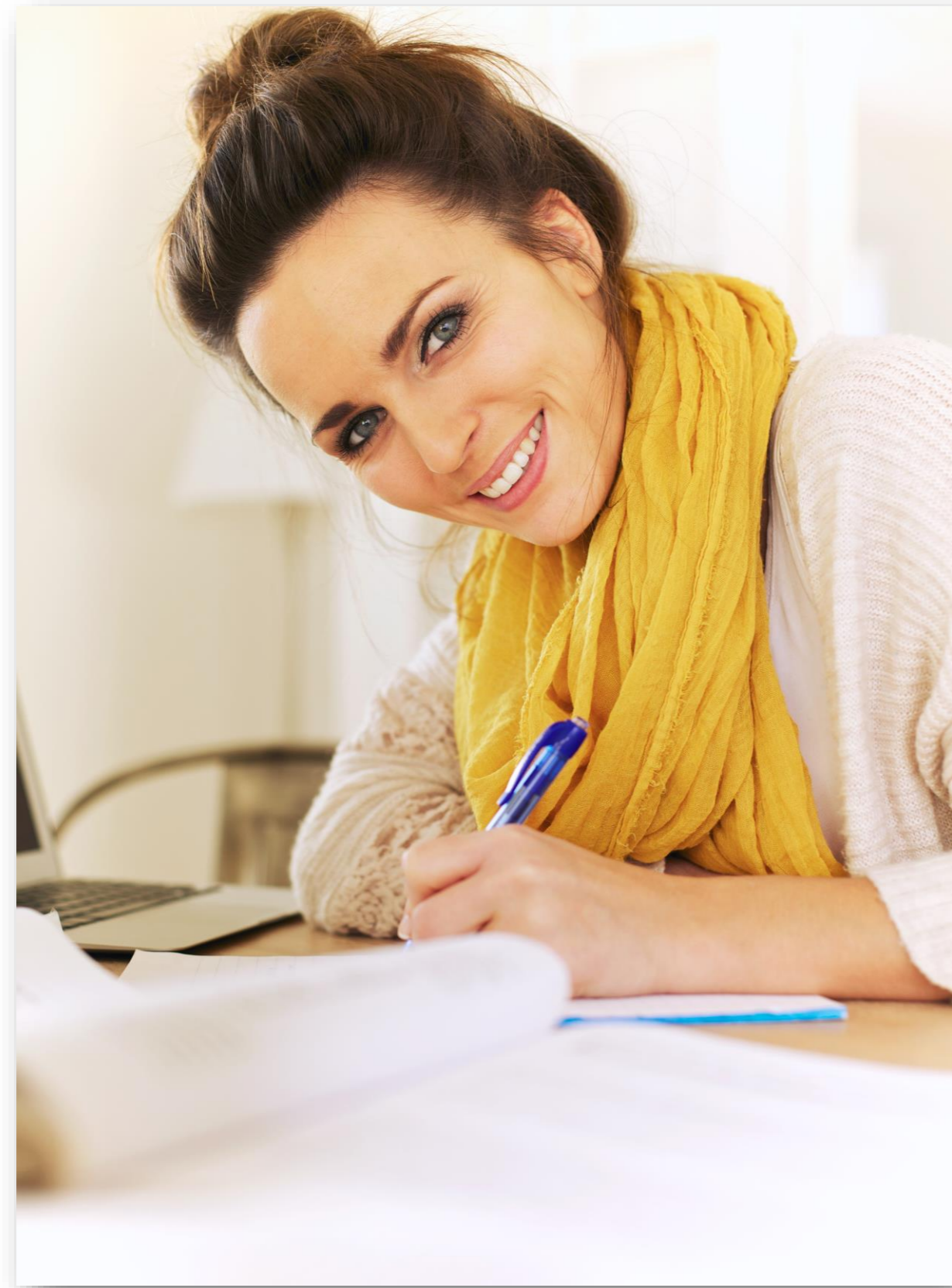
Gather materials from
previous secretary



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's Role



One of three officers required as a nonprofit



Follow all PTA financial procedures



Attend PTA-sponsored workshops and training



Support the mission of PTA to improve the lives of all children and their families

Recording Secretary Responsibilities



Take minutes at all board and association meetings



Co-sign formal papers with president: Authorizations for payment, resolutions, and formal letters



Send out meeting notices and 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 and Standing Rules
- ✓ Minutes from past meetings
- ✓ Meeting agenda
- ✓ Correspondence received, if any
- ✓ Membership list (work with membership chair / VP)
- ✓ List of officers, chairmen, and committees
- ✓ Motion forms
- ✓ List of unfinished business items
- ✓ Copy of Roberts Rules of Order
- ✓ PTA calendar & school calendar
- ✓ Paper for making ballots
- ✓ Device / materials for taking minutes



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 and statement that quorum was met



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 outcome of the vote



Results of any elections + names and titles of check signers

●●●● Minutes Contain...



Program notes



Unfinished business, new business, and announcements



Time the meeting was called to order and time of adjournment



Signature of secretary and date when minutes are approved

●●●● Minutes do NOT contain...



Conversations or detailed discussions; “Just the facts, ma’am”



Opinions or judgmental phrases



Motions that are withdrawn



Name of who seconds a motion

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 6/15/2018
ASKanner



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



 **Burbank Council PTA**
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 **Social Media**
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Thank you!

Contact us anytime!

