

## **ROLE OF PTA SECRETARY**

### **From PTA President's Handbook 2019/2020**

The secretary is responsible for keeping accurate records of the proceedings of the association.

#### **Responsibilities:**

1. Records all business transacted at each meeting of the association, as well as the meetings of the executive board/committee. Email the minutes out to the board members within 3 days of the meeting. The written minutes are presented for approval at the next meeting. The secretary may record the meeting to help with written notes.
  
2. Has on hand, for reference at each meeting, a copy of the local bylaws and standing rules, the minutes of previous meetings, including treasurer's reports, a list of committees and names of committee members; and a list of the membership.
  
3. Reads or distributes printed copies of the minutes of the previous meetings.
  
4. Calls the meeting to order in the absence of the president and vice president, unless the bylaws specify otherwise, and presides until a chairman pro tempore is elected.
  
5. Counts a rising vote when requested by the presiding officer.
  
6. Acts as custodian of all records, except those specifically assigned to others.
  
7. Conducts the correspondence of the association.
  
8. Sends out notices of executive board and other meetings.
  
9. Sends names, addresses, e-mail addresses and phone numbers of newly elected president and treasurer to State PTA Office as soon as they are elected.

#### **Minutes should be an accurate record, without editorial comment, of all business conducted in a meeting.**

1. They should include all action taken by the group, including the exact wording of every motion, the name of the member who made the motion, and the action taken on the motion. The secretary or chair may request the maker of the motion to put the motion in writing, if it is long and involved. It is not necessary to record the name of the person seconding the motion.
  
2. It is not necessary to include ALL of the discussion about items of business — just the action taken.
  
3. The minutes should be kept in an official minute book and the pages numbered.
  
4. Minutes of previous meetings should have the words “Approved” or “Approved as corrected,” the date of approval, and the signature of the secretary written on them. Be sure corrections are made on the official minutes.

5. Minutes should include:

- Type of meeting: regular, special, called, annual, executive board
- Name of association
- Date, place and time of meeting
- Names of presiding officer and secretary
- Quorum established
- Statement regarding previous minutes (read, approved, corrected)
- Reports of treasurer and other officers and committee chairs
- All motions (except those withdrawn), points of order
- Program topic, method of presentation, names of participants and important points covered
- Time of adjournment