



PTA Secretary Job Description

Voting member of the Executive Committee

The duties of the Secretary may be assigned to one person or divided between a Recording and Corresponding Secretary as specified in the Unit Bylaws.

The Secretary is responsible for keeping accurate records of the actions of the association. Promptness, accuracy, and knowledge of the Purposes, policies, and methods are important elements of this position.

Minutes should be as brief as possible and should be reported in the order in which the business is presented at the meeting. Action by the association, not what is said by the members, should be recorded. Minutes should be recorded and entered in an official board book. Minutes of the previous meeting are read or presented in print at each meeting. After corrections, they are approved. The word 'Approved' and the date of approval should be written at the end of the minutes of each meeting and signed by the secretary. If there are corrections, the words, 'Approved as Corrected' should be written on the minutes.

Suggestions for the Recording Secretary

- ✓ Obtain the books from the previous Secretary, including the minutes of the meetings and other materials. These may include:
 - Master copy of the Bylaws
 - List of charter members
 - Nominating Committee's report, when the current officers were elected
 - Officer's names, addresses, and telephone numbers
- ✓ Never wait until the notes "get cool" before typing them. Transcribe them immediately.
- ✓ Original notes should be filed in a temporary notebook. The minutes should be written (typed) in a permanent book.
- ✓ Prepare a list for the President of unfinished business and recommendations to be presented from previous meetings.
- ✓ Carry the following reference materials to each meeting:
- ✓ Files of minutes, Local Unit Handbook, Unit Bylaws, local unit approved budget, list of board members and list of current PTA membership.



Suggestions for the Corresponding Secretary

- ✓ Conduct correspondence of the association under the direction of the President and the Board or general membership
- ✓ Read letters received by the PTA at meetings
- ✓ Send notices of Board and General Meetings
- ✓ Report to the State PTA any change of officers when they occur

IF THERE IS ONLY ONE SECRETARY, THE DUTIES OF BOTH ARE ASSIGNED TO THE ONE PERSON.

What Belongs in a Set of Minutes?

- Kind of meeting - regular, special, etc.
- Name of group (Any Town Elementary, PTA)
- Date, time, and place if not always the same
- Whether a quorum was present to conduct business
- Name of presiding officer and those reporting
- Whether minutes of previous meeting were approved as read or distributed, as corrected and any corrections.
- Minutes of special meeting are approved at the next regular meeting.
- Minutes are not read at a special meeting.
- Treasurer's report
- Correspondence
- Report of officers, Board, standing and special committees
- A separate paragraph for each subject matter
- Exact wording of all motions
 - Name of member who introduced the motion, but not the one who seconded it.
 - Withdrawn motions do not appear in the minutes.
- Results of votes
 - Approved or defeated
 - Number of votes on each side if a vote is by ballot or counted
- All points of order and appeals, whether sustained or not, along with chair's reason for ruling
- Program topic, type of presentation, name of the presenter



- New business
- Time of adjournment
- Secretary's signature
- When minutes are approved, the word "approved" with the Secretary's initials and the date should be written below them.

Outline for Minutes of Meeting

Margin space for

reference

The _____ meeting of the _____ PTA/PTSA was held on ____, 20__.
 The meeting was called to order by President _____ at ____ pm. The secretary was/was not present. The meeting opened with a devotional by _____. The minutes of the previous meeting held (date) were read and approved (or approved as corrected).

Communications

Communications not requiring action were received from _____.

Report of the

Treasurer

Report of Treasurer, _____, showed:

Balance n hand as of _____ (date) \$ _____

Receipts since last meeting \$ _____

Disbursements \$ _____

Balance on hand as of _____ (this date) \$ _____

The amount of unpaid bills \$ _____

The report was filed for audit

Recommendations The secretary, reporting for the Board, moved for the adoption of the following motions: Example....

1. We sponsor a Parent Involvement workshop...The motion was adopted.
2. We establish a cafeteria...On motion of _____, the question was postponed indefinitely.



Committee Reports Mr. _____, Chairman of the _____ Committee, reported on the _____.

The Special Committee to the motion was referred.

_____ has reported its findings: _____. Reports of the committees on _____ and _____ were read and placed on file.

Unfinished Business The chairman of _____ committee reported and moved that we _____. The result of the standing vote was _____ in the affirmative and _____ in the negative. The amendment was Carried or Lost.

Program _____, Chairman of the Program Committee, presented the speaker, _____ whose topic was _____.

Adjournment Upon general consent, President _____ adjourned the meeting at _____ pm.

Respectfully Submitted by _____, Secretary

Approved Date _____ Secretary _____