PTA SECRETARY

PRESENTER:
Gary Elling
GVPTA Secretary

• The Secretary
• Expectations
• Duties
• Minutes
• Being Prepared

PTA ORGANIZATION

National PTA
State PTA
Region
District Council
Local
THE SECRETARY

- You’re not “just” the secretary.
- Duties of secretary are second only to the duties of the president.
- The president is the head of the organization and the secretary is his or her right hand.
- The secretary retains all rights of membership: making motions, debating, voting.

YOU ARE:

- A member of your Executive Committee
- Essential - The meeting can’t start without a secretary.
- A team player
- Accurate, but human
- Dedicated
- Organized
DO YOU HAVE ENTHUSIASM???

• Your attitude can help make or break a meeting
• If there is controversy, try to stay positive
• Enthusiasm is contagious
• Negativism is also contagious
• Help to make everyone feel welcome
• Everyone’s participation is important

SECRETARY DUTIES

• Specified in your unit or council bylaws
• Article VIII – Duties of Officers Section 3 and Section 4
• Additional duties or details may be included in your procedures.
• Also include the duties of being an officer and board member delineated in the bylaws and procedures.

RECORDING SECRETARY DUTIES

• Take minutes
• See that minutes are presented to the members for review and approved at the next meeting. They can be:
  - E-mailed in advance ☺
    - Handed out at the meeting ☺
      - Read aloud at the meeting ☺
• Record attendance and confirm that a quorum is present
**Corresponding Secretary Duties**

- Conduct correspondence, as requested
- Keep a file of correspondence
- Read aloud at meeting the correspondence received
- Reply to correspondence as directed
- Send notices of executive committee and board meetings as requested

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**Bring To Each Meeting...**

- Minute book - the official records
- Agenda
- List of unfinished business
- Motion slips
- Bylaws-you should read and understand them
- Procedures

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**Bring To Each Meeting... (cont’d)**

- Ballots - be prepared!
- Membership list
- Pens and notebook or paper
- List of Standing and Special Committee Chairs and Members
**Responsibilities**

- Assist the president in preparing the agenda
- Call the meeting to order in the absence of the president and vice president - (not too likely)
- Call to the president’s attention any business overlooked-quietly

**Responsibilities (continued)**

- Keep a record of board members’ attendance
- Assist in counting votes
- Act as custodian of all records, except those specifically assigned to others
  - REMEMBER - YOU ARE ORGANIZED!

**Records Retention**

Certain PTA records should be stored in a safe place and kept:

- Financial reports
- Articles of incorporation
- By-laws and all amendments
- Minutes of all meetings
- Contracts, leases, leases, contracts, important files
- Contracts and leases still in effect
- Corporation reports that were the secretary of state
- Minutes, financial statements, annual reports, minutes, policies, and minutes
- Legal correspondence
- Board minutes
- PTA orders
- Minutes of any official meetings that are current
- The minutes of any meeting taken at a meeting of the board, correspondence with IVA
- Tax returns, Forms 990C, C-1, etc.
- See update in current NYS Resource Guide
**Minutes – The Heading**

- New York State Congress of Parents and Teachers, Inc.
  or NYS PTA logo:

![PTA Logo]

- Unit or Council or Region Name

**Minutes – Should Include...**

- Name of Unit, Council or Region
- Date, time and location of meeting
- Kind of meeting
  Special or Regular
  Executive Committee
  Board or General Membership
- Name of Presiding Officer
- Status of previous minutes
  Approved OR Approved as amended

**Minutes (Continued)**

- Treasurer’s report:
  Starting balance (from last meeting), total receipts, total expenditures, ending Balance
  “The Treasurer’s Report will be filed for audit.”
- Correspondence
- Names of individuals reporting
- Summary of reports
- Exact wording of motions - *If you do not use motion slips, write motions word for word and read back.*
**Minutes (Continued)**

- Points of order and appeals (whether sustained or lost)
  - Name of the maker
  - Results of the vote
- Program topic and name(s) of presenter(s)
- Time of adjournment

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**Respectfully Submitted’ is outdated!**

- Don’t use that. Just end with:
  - Your signature
  - Your full name
  - Secretary
  - Date Approved: ________________
  - As Presented or As Amended

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**Corrections**

- Should be made in the margin after circling the incorrect word.
- Never erase or strike out words when correcting minutes.
- Minutes are legal records and can be used as documentation in litigation cases.
**Minutes Do Not Include**
- The person who seconds the motions
- Discussion of motions
- Withdrawn motions
- Personal comments or opinions
- Flowery phrases or graphics
- “Respectfully submitted”

**After the Meeting**
- Type up minutes
- Draft copy to president
- Reminder of motions to president

**Questions and Answers**
**Final Thoughts**

- Always be prepared
- Put together your tools for success
- Read your resource materials
- Enjoy your job!
- Keep a sense of humor!