PTA Secretary

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Leadership Academy
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Final Thoughts

• Always be prepared
• Put together your tools for success
• Read your resource materials
• Enjoy your job!
• Keep a sense of humor!
• The Secretary
• Expectations
• Duties
• Minutes
• Being Prepared
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
Bring To Each Meeting...

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

**Permanently:**
- Annual audit reports
- Articles of Incorporation
- Bylaws and all amendments
- Canceled checks paid to taxes, contracts, important items
- Contracts and leases still in effect
- Corporation reports filed with the secretary of state
- Equipment owned by the PTA
- Insurance records, accident reports, claims, policies, certificates
- Legal correspondence
- Journals
- Minute books
- PTA charter
- Standing rules or Procedures that are current
- Tax exempt status documents: letters of determination, FEIN numbers, correspondence with IRS
- Tax returns; Form 990T, if applicable, for UBI

**Seven Years:**
- Accounts payable records
- Canceled checks for regular business
- Cash receipt records
- Contracts and leases that have expired
- Inventories
- Invoices, purchase orders and sales receipts
- Sales records
- Vouchers

**Three Years:**
- General correspondence
- Bank records
- Petty Cash vouchers

**One Year:**
- Bank reconciliations
- Correspondence with vendors
- Duplicate deposit slips

See update in current NYS Resource Guide
Minutes – The Heading

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

  New York State

  PTA

  everychild.onevoice.

• 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
‘Respectfully Submitted’ is outdated!

• Don’t use that. Just end with:

  Your signature

  Your full name

  Secretary

  Date Approved: ________________________

  As Presented or As Amended
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

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